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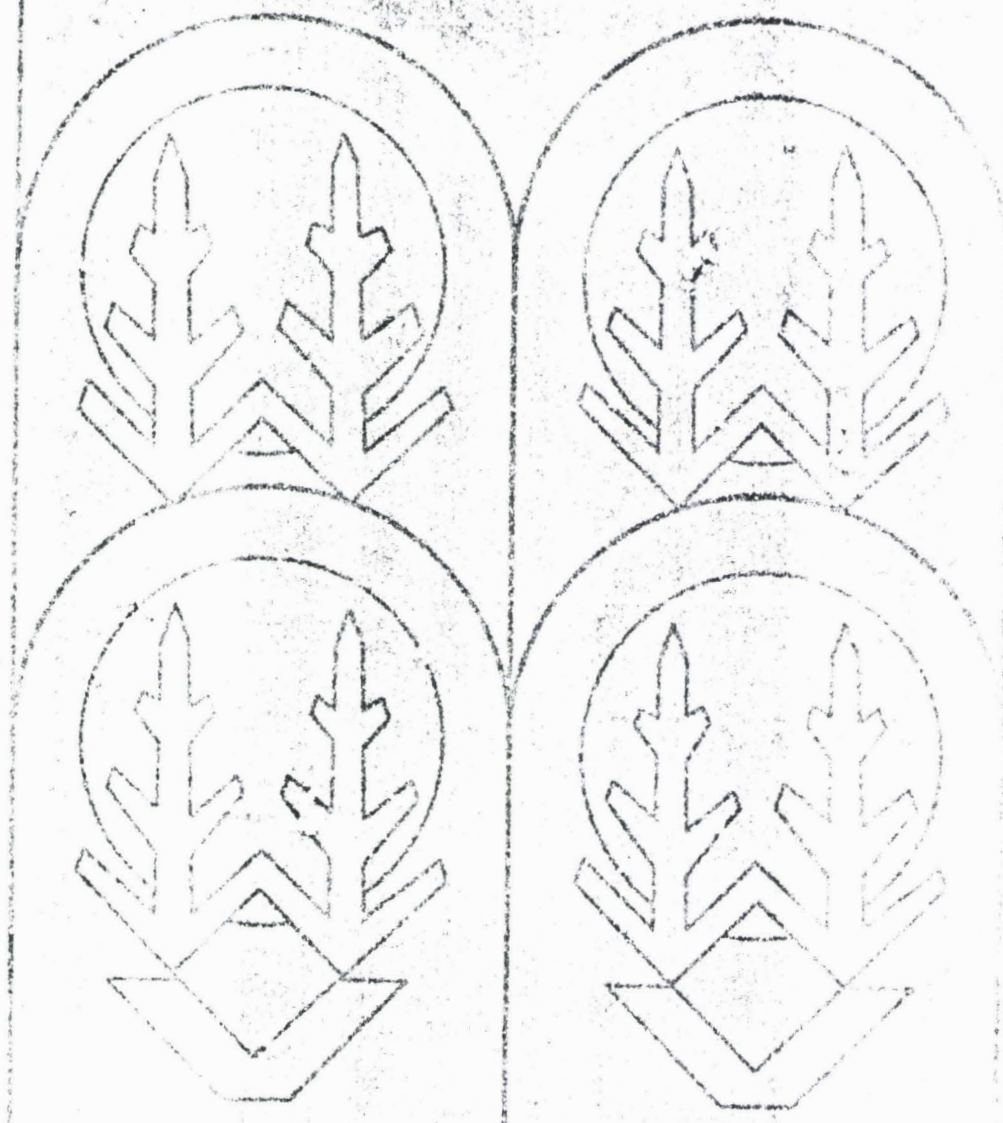
ELDREDGE

A MANAGEMENT PLAN for UTILIZING VOLUNTEERS



USDA - Forest Service
Pacific Northwest Region
Olympic National Forest

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A MANAGEMENT PLAN
FOR UTILIZING VOLUNTEERS

USDA, Forest Service
Pacific Northwest Region
Olympic National Forest

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Abstract

A drastic reduction in appropriated dollars for operation and maintenance of resource management activities and facilities, and a reduction in personnel ceilings, due mainly to the limited funding, has encouraged the Olympic National Forest to actively recruit and utilize volunteers. This management plan was prepared to provide the Forest with direction for implementing a volunteer program. The plan was written for Forest Service employees, who have responsiblilities to recruit, place, train and supervise volunteers.

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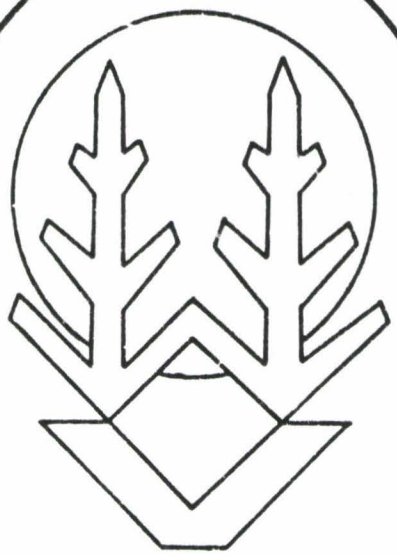


INTRODUCTION

A. BACKGROUND

In 1972, Congress passed the Volunteers in the National Forest Act, Public Law 92-300. This special legislation opened the door for Forest Service land managers to utilize those individuals wanting to share their skills and talents by performing constructive work assignments on national forest lands. Interested citizens can play an important role in assisting the Forest Service in accomplishing conservation work. The use of volunteers on the Olympic National Forest has not been fully utilized since the inception of the Act. Budget appropriations for maintenance, operation, reconstruction, and new construction of recreation sites and facilities has, in the past, provided "adequate" funding to accomplish resource management. This past funding has financed force account work projects, contracts, and the Human Resource Programs which have all contributed to the management of the Forest's recreation program. However, the current constraints of a small work force and limited operation and maintenance funding have encouraged the development of an organized volunteer program. This management plan has been prepared to help resource managers increase their productive utilization of volunteers in assisting with the management of the Olympic National Forest.

B. PURPOSES OF THE PLAN

This management plan has been prepared within the framework provided by the Volunteers in the National Forests Act and Chapter 1830 of the Forest Service Manual. This plan is written for the Forest Service manager and is designed to:

1. Identify projects and programs that can be accomplished through the utilization of volunteers that will be meaningful to both the Forest Service and the volunteer;

2. Identify ways to implement a volunteer program that will minimize Forest Service time and dollars to administer by developing Forest guidelines for recruiting, funding, placing, training, supervising and recognizing volunteers;

3. Identify ways to motivate the public to get involved with the Forest's volunteer program;

4. Identify and list target groups such as clubs, schools, and organizations from which volunteers can be recruited for specific volunteer projects;

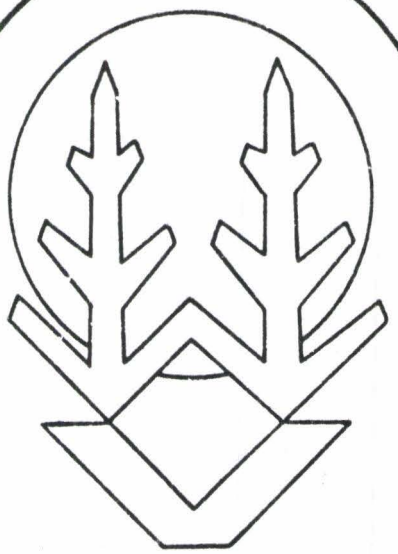
5. Provide guidelines for meeting Regional policy and direction as outlined in the Forest Service Manual, Interim Directive No. 6, November, 1982.

6. Help establish a "volunteer spirit" and commitment among Forest Service employees at all management levels;

7. Make available information for potential volunteers that would provide (a) general information on the Olympic's volunteer program, (b) information concerning individual volunteer projects, and (c) instructions on how to apply for volunteer work;

8. Provide volunteers with opportunities to enhance their lives by developing skills, promoting self-respect, and satisfying human needs of self-worth, recognition and belonging; and

9. Help develop an understanding that this is a permanent change in management style and philosophy with a long-term emphasis and not a quick fix effort driven by economic necessity. The volunteer program should be integrated into our management activities.



ORGANIZATION

A. ADMINISTRATION

The Olympic's Volunteer Program is designed as a service-oriented system to assist and support all management units in the recruitment, training, supervising, and recognition of volunteers with a minimal impact on the managers' time and funds.

Volunteers are defined as non-paid persons who willingly donate their time and talent to further the work of the Forest Service. The work performed by volunteers should complement but not displace the work performed by seasonal employees and regular career staff currently on the rolls. However, with budget and ceiling constraints, volunteers will be performing many tasks that were once performed by employees. (USDA, Forest Service, November, 1982.)

Volunteers will be considered Federal employees only in relation to tort claims and benefits for work-related injuries and illnesses under OWCP. They are also protected from threats or interference in the course of performing volunteer duties under 36 CFR 261.3(a). (USDA, Forest Service, Summer, 1978.)

B. PROGRAM STAFFING AND RESPONSIBILITIES

1. Forest Volunteer Coordinator

The Assistant Recreation Staff has been designated as the Forest's Volunteer Coordinator with the responsibility for the overall administration, implementation, coordination and leadership of the Volunteer Program. Specific duties of the Forest Volunteer Coordinator include but are not limited to the following activities:

a. Ensures that the program operates within the guidelines of the Volunteer Act (P.L. 92-300) and other related policies.

b. Maintains a list of potential volunteers and volunteer groups.

c. Maintains an annual list of volunteer projects and positions.

d. Assists the District's Volunteer Coordinators with recruiting volunteers.

e. Coordinates with the Forest's Information Office concerning all news releases involving the volunteer program.

f. Provides program support services to all field units and provides a linkage with local and national professional volunteer organizations and groups.

g. Coordinates the use of volunteer uniform shirts and windbreaker jackets.

2. District Volunteer Coordinators

Each Ranger District has a designated individual to act as the District Volunteer Coordinator. This person is the unit's primary contact in all matters relating to the Volunteer Program and has the following responsibilities:

a. Ensures that the District's volunteer program operates within the guidelines of the Volunteer Act (P.L. 92-300) and other related policies.

b. Maintains the District's file on volunteers and completed volunteer projects.

c. Prepares an annual list of volunteer projects and positions and submits to the Forest Volunteer Coordinator by December 22 of each year.

d. Interviews or assists other District personnel with interviewing potential volunteers.

e. Ensures that District volunteers receive proper orientation, training, and supervision.

f. Ensures that an 1800-7 (Agreement for Individual Volunteer Services) or an 1800-8 (Agreement for Group Sponsored Volunteer Services) is completed for all volunteer projects or positions. (See Exhibit 1 and 2 in the Appendix A.)

g. Ensures that a copy of the signed agreement and a copy of the AD-202 Travel Authorization form is attached to all AD-616 Travel Voucher forms before sending them to Budget and Finance. The amount the volunteer will be reimbursed, per diem rate, etc., must be stated on the agreement.

h. Signs and completes the volunteer and work accomplishment information on the Volunteer Agreement form following completion of the project and submits a copy to the Office of Personnel Management in the Supervisor's Office.

i. Ensures that volunteers or volunteer groups receive a certificate and a letter of appreciation for their volunteer services.

3. Personnel Officer

The Personnel Officer or delegate has the following responsibilities for personnel record keeping of all Forest volunteers:

a. Receives and files all completed "Volunteer Agreements" (1800-7 or 1800-8).

b. Completes the Forest's annual volunteer work accomplishment report, FS 1800-16, and submits to the Regional Office by the due date. (See Exhibit 3 in Appendix A.)

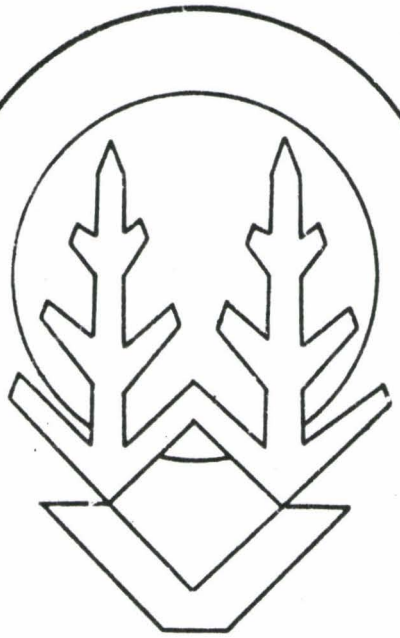
4. Public Information Officer

The Public Information Officer has the responsibility for all public relations involving the volunteer program including:

a. Prepares all news releases and other announcements pertaining to the recruiting of volunteers and submits them to the appropriate news media and organizations.

b. Prepares articles and feature stories about volunteers and the volunteer program and submits them to the appropriate news media and Regional Office.

c. Encourages print and broadcast media coverage of volunteers on the job, accomplishments, etc.



MANAGEMENT

A. RECRUITING

A successful recruiting program begins with dedicated employees, a well organized volunteer recruiting program, and meaningful volunteer projects. Together, these three important factors will help develop a strong volunteer program.

The following are guidelines concerning these three factors:

1. Employees

   a. Employees involved with recruiting may want to spend some off-duty time recruiting volunteers. Most potential volunteer groups hold their organizational meetings in the evenings or on the weekends.

   b. Employees must be honest when recruiting volunteers. Let the potential volunteer know exactly what type of work the job will entail.

   c. Employees should know what they are recruiting for. Determine the skills that are needed to do the job and actively seek them out.

   d. Employees should be as specific as possible. Be able to provide detail information concerning volunteer training, supervision, job and time requirements.

   e. Employees should be enthusiastic when contacting volunteers. If employees are not committed to or excited about their program, no one else will be either. Enthusiasm will attract volunteers and inspire them to want to help.

2. The Recruiting Program

   The Olympic National Forest will utilize many different recruiting techniques to motivate the public to get involved with its volunteer program. The recruiting program is divided into two categories; a. General Recruiting, and b. Specific Rrecruiting.

   a. General Recruiting

      Some generalized public relations are necessary to acquaint the community at large with our program and to help establish visibility.

      The Olympic will utilize the following recruiting techniques when and where appropriate:

      (1) Newspapers: feature and news stories, ads, volunteer opportunity column, etc.

      (2) Radio & TV: Public service spots.

      (3) Local & National Magazines and Newsletters.

      (4) State and County Fairs.

General Recruiting is intended to inform the public of our volunteer opportunities.

Replies to our general recruiting techniques will usually request more detailed information.

A standard letter with an information sheet, detailed list of available volunteer projects and a volunteer application are used to meet these requests. (See Exhibit 1a, 1b, and 1c in Appendix B.)

b. Specific Recruiting

Many volunteer positions can be recruited for by contacting appropriate audiences whose interests, skills, and priorities match the needs of a specific project.

The Forest will utilize the following recruiting techniques when and where appropriate:

(1) Presentations and Speeches: Contact appropriate service clubs, church groups, high school and college classes, professional organizations and special interest groups such as Boy Scouts, the Mountaineers, etc.

(2) Person-to-Person: Contact personal friends of employees or volunteers on a one-to-one basis.

(3) Newsletters: Utilize organizational and club newsletters.

(4) Posters: Place attractive posters on bulletin boards at high schools and colleges and at club rooms.

Specific recruiting is intended to place volunteers who have certain skills, experience, interest, and priorities in specific projects or jobs.

The Forest Volunteer Coordinator will maintain a current list of organizations, clubs and schools from which volunteers may be recruited for specific jobs (See Appendix E.)

3. Volunteer Projects

Industry has found that the best motivator to hire and then keep people on the job is the work itself. This is also true of volunteers. (Wilson, 1976.)

A successful recruiting program will consist of projects and jobs that allow the volunteer opportunities for developing new skills and gaining self awareness and self-esteem. The Forest has identified a wide range of projects that will offer volunteers such opportunities.

In Section V VOLUNTEER PROJECTS, a complete list of Forest volunteer projects with job descriptions and other important information has been developed.

B. JOB PLACEMENT

1. Interviewing the Volunteer

The volunteer management plan has identified the Forest's needs and wants and before volunteers are put to work, we owe it them to take the time and effort to find out their needs and wants. The interview is one of the best ways to do this.

We must take the time to conduct an organized interview that will accomplish the following:

a. Find out what the personal needs and wants of the volunteer are. What do they want to accomplish by volunteering?

b. Find out if the volunteer is qualified for the job. Are their personality, skills, interest, experience, etc. appropriate for the project? We want to offer the right person the right job, one that is appropriate for their personal goals and realities. Remember, both the Forest Service and the volunteer suffer when a volunteer is misplaced.

c. Explain to the volunteers the agency limitations. The volunteers should know whether or not they can be reimbursed for travel, lodging, food, etc. They also need to know what they must provide and what the Forest Service will provide.

d. Find out if the volunteer is willing to commit to completing the project and to meeting Forest Service standards.

e. Explain to all volunteers that their conduct or behavior should be at a level expected and required of all Forest Service employees.

Many Forest Service employees will be involved with interviewing and placing volunteers because of their direct responsibility to recruit, train and supervise volunteers in jobs and projects under their jurisdiction.

In order to utilize one's interview time wisely, the following should be completed prior to the interview:

a. Have a good understanding of each volunteer job and its requirements.

b. Know what skills, personal interests and experiences, type of personality, etc. are important and/or required for the job.

c. Be prepared to ask questions that will help determine the volunteer's attitudes, values, interpersonal relations, emotional stability, motivation, and commitment.

d. Know and review the questions prior to the interview. "The Volunteer Interview" form has been prepared as a guide and should be used when appropriate. (See Exhibit 1b in Appendix C.)

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2. Placing the Volunteer

Matching a well qualified and motivated person with a suitable, well-designed job is a real challenge and certainly a most rewarding experience when accomplished.

Without well-defined jobs and organized interviews, making wise placements becomes a matter of sheer luck. Making sensible placements involves matching the volunteers interests, skills, experiences, and personal characteristics with the requirements outlined for a specific job. (Wilson, 1976.)

At the conclusion of the interview, if the interviewer feels that the person is qualified and should be offered the job, the following should be agreed upon before signing the Volunteer Agreement.

a. The volunteer agrees that the project, as discussed, will be a good use of his/her time and energy.

b. The volunteer agrees that his/her skills, talents and experiences will be utilized appropriately.

c. The volunteer agrees that he/she has been placed in a job that he/she is suited for or will be suited for following the necessary training.

C. TRAINING

The volunteer program on the Olympic National Forest involves a team effort among the employees and volunteers. Forest Service volunteers will work more effectively if they have the necessary training to go with their skills, talents and experiences which will make them valuable members of the resource management team. Employees will also be more effective working with volunteers if they have a good understanding of their staff responsibilities and the value of the volunteer program. Training plays an extremely important role in developing team spirit and in determining just how effective both the volunteer and the employee will be.

Training will be divided into two categories; 1. training Forest Service employees who work with volunteers, and 2. training volunteers.

1. Training Forest Service Employees

To get a high level of performance from volunteers it is essential that all employees who work directly with volunteers be enthusiastic and committed to the program. Employees who recruit, train and supervise volunteers obviously have key roles to perform and must have a good understanding of these responsibilities.

Training Goal for Employees - To provide training that will help develop a high level of ethusiasm and commitment, build confidence, and improve the expertise of the employees who will be working with volunteers.

Action Plan - Three types of training will be implemented:

a. Pre-Job Training - This orientation training is designed to prepare employees to work with volunteers before they begin.

The employees' supervisor will be responsible for the following:

(1) Provide the employee with a copy of the Forest Volunteer Management Plan to read. This management plan will provide a basis for employee training.

(2) Review the overall volunteer program with the employee.

(3) Discuss the employees responsibilities within the program.

(4) Review with the employee all training aids used to train volunteers such as notebooks and slide programs.

(5) Review all volunteer projects and their job descriptions with the employee.

b. On-the-Job Training - This type of training provides employees with opportunities to extend their knowledge, improve their skills, and perfect their performance as they work with volunteers one-to-one.

All employees should be encouraged to do the following while performing their duties:

(1) Be positive and enthusiastic when involved with planning, recruiting, training, supervising and evaluating volunteers.

(2) Act in a professional and honest way when recruiting, training and supervising volunteers. Volunteers are important members of the management team and must be treated as such.

(3) Establish and maintain open and candid channels of communication. The employee has an important responsibility to give and receive information to and from his/her supervisor and the volunteer.

(4) Be receptive to new ideas and better ways to perform duties. Working with volunteers will provide many on-the-job learning experiences.

c. Continuing Education - Learning is an on-going process and personal development should continue with employees, providing them with opportunities to develop to their fullest potential.

When and where appropriate employees should be encouraged to do the following:

(1) Read and study worthwhile books on volunteers. Two such books are:

(a) Volunteers Today: Finding, Training and Working With Them by Harriet Naylor, and

(b) The Effective Management of Volunteer Programs by Marlene Wilson.

(2) Review the 1800 Section of the Forest Service Manual.

(3) Attend volunteer workshops and training sessions.

2. Training Volunteers

It is important that we take the time to properly orient the volunteer to the Forest Service and its mission, explain the work being done on the Forest, describe the specific activities they will be involved with, and to provide them with opportunities to professionally and socially interact with Forest Service employees.

Training goal for Volunteers - To provide training that will equip volunteers with the basic skills and knowledge they need to perform their volunteer jobs or projects effectively and safely.

Action Plan - Three types of training will be implemented.

a. Pre-Job Training - This orientation training is designed to provide the volunteers with information that will improve their efficiency once they are on the job.

When and where appropriate volunteers will receive the following training and/or information before they begin their volunteer project or job:

(1) Volunteer information packages or notebooks for specific jobs including job description.

(2) Pertinent Forest Service literature such as Lets Be Good Hosts, Visitor Sense, and Regulations Governing the Occupancy and Use of Developed Recreation Sites for Campground Hosts.

(3) HOST philosophy of the Forest Service.

(4) Health and Safety aspects of their job including driver training, if appropriate.

b. On-the-Job Training - This type of training provides volunteers with opportunities to extend their knowledge, improve their skills, and perfect their performance as they work.

It is the responsibility of the Forest Service to see that all volunteers are adequately trained to perform their volunteer duties in a safe and efficient manner.

The amount of training a volunteer should receive will depend largely upon the volunteer and the project. Inexperienced individuals will require more training than those who have previous experience. Also, volunteer jobs that involve specialized skills, special tools or equipment, involve public contacts, extend for a long period of time, have a higher risk for accidents, etc. will require more training than other less demanding jobs or projects.

c. Continuing Education - Volunteering is a great opportunity for individuals to gain actual work experience and to improve their personal skills. The Forest will provide an on-going educational program to those volunteers who are interested in continuing their personal development in resource management.

When and where appropriate volunteers should be encouraged to do the following:

(1) Read and study books, articles, research papers, etc. made available by the Forest Service, pertaining to their area of service.

(2) Attend Forest Service sponsored workshops and training sessions which involve their area of service.

D. SUPERVISION

One of the major reasons for utilizing volunteers is the need to accomplish important resource management tasks and projects that would not otherwise get done. The resource manager has a big responsibility to work with and through volunteers to accomplish these projects. An innovative supervisor is one who makes things happen through the individuals he/she works with.

The following recommendations are made with the intent of providing supervisors with ideas that will increase their overall effectiveness when working with and supervising volunteers.

1. Concentrate your planning, training, and supervision of volunteers on getting results rather than just the work itself. Neither the Forest Service nor the volunteer benefit when involved with "busy work."

2. Motivate volunteers to perform efficiently and effectively by demonstrating interest, honesty, respect, fairness, open two-way communication, and periodic evaluations and verbal feedback.

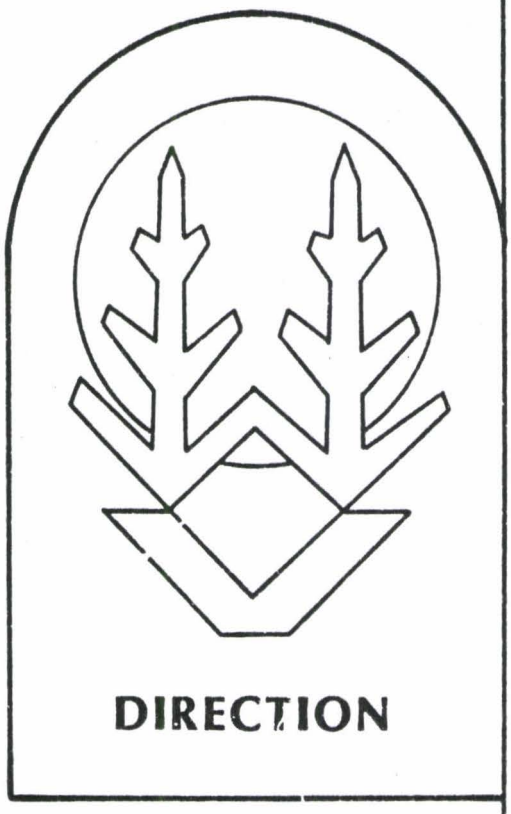
3. Establish a team spirit among your volunteers by involving them whenever possible in all aspects of the volunteer program. Listen to your volunteers and utilize their ideas when appropriate.

4. Share your enthusiasm with the volunteers. It won't take much to convince the volunteer that assisting in the management of the nation's natural resources is a very challenging and rewarding job.

5. Be careful not to oversupervise. Provide your volunteers with the necessary training to work effectively and then allow them to perform accordingly.

6. Emphasize the importance of doing quality work, meeting standards, and personal behavior. When the quality of work or conduct of the volunteer is below the acceptable level, terminate the agreement if a quick solution cannot be found.

7. Be watchful for the volunteer that could be trained to serve as a volunteer leader or coordinator. Putting qualified volunteers into supervisory positions will allow you to spend more time with higher priority jobs.



DIRECTION

A. VOLUNTEER AGREEMENTS

1. Purpose - A volunteer agreement, form 1300-7 or 1800-8, will be completed for each volunteer project. This agreement, signed by both the volunteer applicant and Forest Service representative, is necessary to provide the volunteer with protection against tort claims and compensation for work related injuries.

   The agreement is also used to identify the specific tasks of the volunteer project and what the Forest Service will provide and what the volunteer provides.

2. Signing Authority - All volunteer agreements will be signed by a line officer. Line officers may delegate signing authority to other specified individuals who are directly involved with the volunteer program. (USDA, Forest Service, November, 1982.)

   The following individuals are authorized to sign volunteer agreements:

   Supervisors Office:
   Forest Supervisor - Richard D. Beaubien
   Recreation Staff - R. Robert Burns
   Administrative Officer - Irene E. Payne
   Forest Volunteer Coordinator - Kenneth C. Eldredge

   Hoodsport Ranger District:
   District Ranger - John B. Perkins
   District Volunteer Coordinator - Jack Janda

   Quilcene Ranger District:
   District Ranger - Robert L. Haase
   District Volunteer Coordinator - Julie VanReenen

   Quinault Ranger District:
   District Ranger - Lynn Leppanen
   District Volunteer Coordinator - Jeff Amoss

   Shelton Ranger District:
   District Ranger - John M. Davis
   District Volunteer Coordinator - Wayne Kittredge

   Soleduck Ranger District:
   District Ranger - Glenn Beckman
   District Volunteer Coordinator - Cheryl Caulkins

3. Information - The following information should be documented on the agreement:

   a. Names of Volunteers - Give name, home address and phone. Form 1800-8 provides space for the names of each volunteer when the project is sponsored by an organized group or club. Identify the leader of the sponsored group with address and phone. (See Exhibit 2 in Appendix A.)

b. Description of Work - Describe the specific jobs to be accomplished with the project by the volunteer. Example: rather than stating "perform trail maintenance" state the individual trail maintenance jobs to be done such as "clean out all water bars and culverts, remove all slides and other debris from trail tread, cut back brush 1 foot beyond trail on both sides, etc."

Identify what the volunteer will be required to provide in the way of equipment, lodging, transportation, etc.

Identify the work schedule, the days and time of day the volunteer will be in work status.

Expenses for which volunteers will be reimbursed while in service must also be agreed upon and stated on the Agreement.

c. Signatures - Both the volunteer and the Forest Service Officer must sign the agreement. Only the leader of an organized group needs to sign the agreement.

Following the signing of the agreement a copy is given to the volunteer and the original is placed in the District's volunteer file. A copy of the agreement must be attached with a copy of the AD-202 to the Travel Voucher, AD-616 form before it is sent to Budget & Finance. N.F.C. will not process volunteer travel vouchers if these forms are not attached.

d. Termination - Upon completion of the project the volunteer and Forest Service Officer must document the age, race, hours, appraised value and the number of volunteers that worked on the project. This information is to be recorded at the bottom of the volunteer agreement.

Following the signing to terminate the agreement a copy is sent to the Office of Personnel Management in the Supervisor's Office and the original is placed in the District's volunteer file.

B. VOLUNTEER IDENTITY

Volunteers in highly visible positions and/or public contact positions will be issued the following, identifying them as Forest Service volunteers:

1. Backcountry Rangers - Forest Service field shirt with Forest Service shield on the left sleeve and a volunteer patch on the right sleeve. A name tag will also be issued.

2. Campground HOST - Forest Service Campground HOST windbreaker jacket with volunteer patch and name tag.

3. Adopt-A-Trail or Adopt-A-Campground - A wood sign located near the trailhead or campground entrance. The sign should state that the trail or campground is maintained by volunteers. The name of sponsor or the name of the individual will be identified on the sign. The sign should remain in place as long as the identified group or individual adopts the facility. The cost of the sign will be at the expense of the Forest Service. (See Appendix D, Exhibit 2.)

4. Other Positions - When appropriate, volunteers may be given volunteer patches and/or name tags that may be worn on personal clothing, jackets, vest, caps, etc., such as a volunteer member of a trail maintenance crew.

The Forest Service field shirts and windbreaker jackets will remain the property of the Forest Service.

C. VOLUNTEER FUNDING

A successful volunteer program does not come free. Our goal is to maximize the benefits and minimize the costs and the time to administer the program.

The following are costs which may be associated with the volunteer program:

1. Administrative Costs - These costs involve the employees' time for organizing, recruiting, training, supervising, and monitoring the volunteer program. The key to minimizing these costs is to be well organized and use one's time and money wisely. Implementation of this Plan will be a positive step toward minimizing administrative costs.

2. Project Costs - Some of our volunteer projects will require the procurement of construction or maintenance materials such as lumber, concrete, paint, cleansers, etc. The cost of these items must be purchased with project dollars. Due to the nature of these funds, volunteer projects requiring construction or maintenance materials should be high in priority.

3. Equipment Costs - Some of our volunteer positions will require the use of Forest Service equipment such as chain saws, pulaskis, stoves, tents, brush cutters, etc. The purchasing and/or maintenance costs for these items should be covered with project funds.

4. Volunteer Identity Cost - Uniform shirts, windbreaker jackets, volunteer patches, and name tags are the major cost items used to identify our volunteers. These items should be purchased with project funds. The uniform shirts and windbreakers are to remain as property of the Forest Service.

5. Reimbursement Costs - Volunteers donate their time, talents, energy and at times expenses related to their volunteer projects. When deemed necessary volunteers may be reimbursed for out-of-pocket expenses consistent with the policies and procedures as outlined in the 1800 Manual. Refer to Interim Directive No. 6; November 1, 1982; 1830 Volunteers in National Forests, 1833.

   Expenses for which volunteers will be reimbursed while in service must be agreed upon and documented on the Volunteer Agreement, Form 1800-7 or Form 1800-8. Agreements may be amended at any time with the consent of both the volunteer and Forest Service official.

The decision whether or not to reimburse a volunteer for any out-of-pocket expenses will be made by the Forest Service Officer prior to the signing of the Volunteer Agreement.

Funds for reimbursement must come from the project dollars from the appropriate function.

D. VOLUNTEER RECOGNITION

One of the more important responsibilities of a manager working with volunteers is to let them know how much their services are appreciated. This is an on-going task and can be done in many ways.

Olympic National Forest employees that work directly with volunteers will be responsible to do the following to ensure that all volunteers are recognized for their work:

1. Verbally let the volunteer know how much the Forest Service appreciates their services.

2. Present to each volunteer or to the group sponsoring the volunteers a letter of appreciation (see Exhibit 4 in Appendix B) and certificate of appreciation (see Exhibit 1 in Appendix D).

3. Provide the Forest Volunteer Coordinator with a complete list of their volunteers from the current season by December 1 of each year. These volunteers will be mailed a letter of appreciation from the Forest Supervisor and asked to provide the Supervisor with a critique of their volunteer project. (See Appendix B, Exhibits 3a and 3b.)

4. Provide other recognition where appropriate.

E. PROGRAM EVALUATION

In order to develop a successful volunteer program a certain amount of monitoring and record keeping will be required. The program evaluation will be aimed at identifying areas or ways that the program can be improved upon. The evaluation will be an on-going monitoring process involving both the volunteer and manager.

The following management positions will have important monitoring tasks:

1. Forest Volunteer Coordinator:

   a. Keep a record of all volunteer applications and their terminated status for a period of three years.

      Applications will be filed in one of three categories:

      (1) Agreement Signed; Work Satisfactorily Completed
      (2) Agreement Signed; Work Not Satisfactorily Completed
      (3) No Agreement; and Reason if Known

All applications will be identified as either recruited or non-recruited applicants.

b. Request and file all volunteer critiques. These critiques will provide valuable feedback from our volunteers concerning ways our program can be improved.

c. At the end of the field season (November-December) meet with each District Coordinator to discuss and assess the overall benefits and costs of the program, what changes are needed, and begin to assess next years volunteer program.

2. District Volunteer Coordinator:

a. Keep an "Idea Notebook" available for suggestions, techniques, and ideas on how to improve the program. These "ideas" will generally come from the manager who works directly with volunteers or from volunteers themselves.

b. Complete the volunteer and work accomplishment information on the Volunteer Agreement form following completion of each project and submit a copy to the Office of Personnel Management in the Supervisors Office.

3. Personnel Officer:

a. Receives and files all completed Volunteer Agreements.

b. Completes the Forest's annual volunteer work accomplishment report FS 1800-16, and submits to the Regional Office.

4. Volunteers

Volunteers can play a key role in evaluating the program by:

a. Providing valuable feedback to the Forest Service concerning ways to improve the program based upon their personal experiences. This feedback should be sought at the time the Agreement is terminated.

b. Completing and returning the Volunteer Critique sheet mailed to them following the completion of their volunteer project.

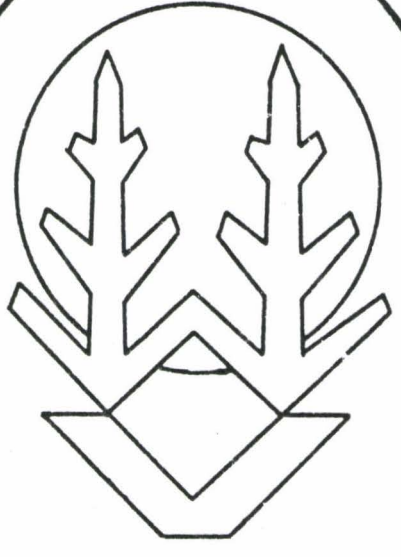
F. VOLUNTEER RESTRICTIONS

There are many important and responsible tasks that our volunteers may be assigned, however, there are two jobs that will not be assigned to volunteers:

1. Law Enforcement - Volunteers will not be permitted to perform law enforcement activities. Since National Forest volunteers are not Federal employees, as defined in 36 CFR 261.2(g), they have no authority under law 18 U.S.C. 111 and 114.

The Forest Service may not issue citations to anyone assaulting or hindering a volunteer in performance of his duties pursuant to 36 CFR 261.3(a). Volunteers, however, may call upon local law enforcement officers for assistance and can file a criminal complaint under State law against an assailant. (USDA, Forest Service, November, 1982.)

2. Fee Collection - Volunteers will not be used as Collection Officers because they are not employees of the United States Government as defined by law. (Director of Fiscal Management, April, 1982.)



VOLUNTEER
PROJECTS

The following pages provide detailed information concerning the Forest's major volunteer projects. These projects are ones that will reoccur each year. Administration information concerning potential volunteers, recruiting, training and supervision is provided on the back of the Volunteer Project Information sheet.

It is intended that these projects be reviewed annually and updated, eliminated and/or added to when appropriate.

The volunteer projects are listed by Ranger Districts:

VOLUNTEER PROJECT INFORMATION
Olympic National Forest

A. PROJECT: Campground HOST

B. ADMINISTRATIVE UNIT: Hoodsport Ranger District, Hoodsport, WA.

C. PROJECT DESCRIPTION: Volunteers will camp in their own camping trailer at the HOST camp unit in the campground. HOST duties consist of greeting visitors to the campground, providing them with information concerning recreation opportunities in the area and recreation rules and regulations, minor maintenance work, and inform Forest Service Officer of any illegal activities.

D. PROJECT LOCATION: Seal Rock Campground on Hood Canal off Highway 101.

E. SEASON & DURATION: Spring and Summer, June 1 - September 8. Minimum length of stay is 3 weeks.

F. SKILLS NEEDED: Volunteers must be friendly and like meeting people. Knowledge of local recreation opportunities and facilities, and of rules and regulations (F.S. will train).

G. VOLUNTEER PROVIDES: 1. Transportation to and from campground, 2. camping trailer, and 3. personal clothing and food.

H. FOREST SERVICE PROVIDES: 1. Training, 2. camp site for trailer, 3. all tools and supplies to carry out work assignments, and 4. campground HOST windbreaker jacket with name tag.

I. KEY BENEFITS TO VOLUNTEER: 1. Work out-of-doors, 2. constructive way to utilize free time, 3. assist Forest Service with managing a recreation facility, and 4. meet new people.

J. FOREST SERVICE CONTACT: Jack Janda or John Klaasen
Hoodsport Ranger District
P.O. Box 68
Hoodsport, WA 98548
(206) 877-5254

VOLUNTEER PROJECT ADMINISTRATION

A. POTENTIAL VOLUNTEERS:

1. Organizational:
   a. Good Sam Club

2. Individuals:
   Refer to District file for previous volunteers who want to return.

B. WHEN & HOW TO RECRUIT:

METHOD	WHO	DATE	TIME NEEDED
Letter or phone	Recreation Assistant	Before February	2 hours

C. HOW TO TRAIN:

METHOD	DATE	TIME NEEDED
Pre-Job Orientation Review Campground HOST Notebook and HOST Slide Program.	1st Day on Job	2-4 hours
On-the-Job	On-going	On-going

D. TYPE OF SUPERVISION: One-on-one with Recreation Assistant and Recreation Guard.

E. JOB STANDARDS AND REQUIREMENTS: Enjoy meeting and talking to people.
Basic carpentry, plumbing, gardening skills helpful.
Provide own camping trailer.

F. INFORMATION TO SEND TO VOLUNTEER: Forest Recreation Map
Job Description
Any literature, brochures, etc. pertaining to area.

VOLUNTEER PROJECT INFORMATION
Olympic National Forest

A. PROJECT: General Campground Maintenance

B. ADMINISTRATIVE UNIT: Hoodsport Ranger District, Hoodsport, WA.

C. PROJECT DESCRIPTION: Prior to the recreation season volunteers will clean camp units, road, paths, toilets, tables and fireplace to get the site ready for the upcoming recreation season.

D. PROJECT LOCATION: 5 available campgrounds:
Seal Rock Campground on Hood Canal off Highway 101
Elkhorn Campground on the Dosewallips River on F.S. Road 2610
Collins Campground on the Duckabush River on F.S. Road 2515
Hamma Hamma and Lena Creek Campground on the Hamma Hamma River on F.S. Road 2490.

E. SEASON & DURATION: April - May, approximately 1-2 days per campground depending upon size and number of units.

F. SKILLS NEEDED: Work with hand tools.

G. VOLUNTEER PROVIDES: 1. Transportation to and from campground, and 2. personal clothing and food.

H. FOREST SERVICE PROVIDES: 1. Maintenance training, and 2. all tools and materials to complete the job.

I. KEY BENEFITS TO VOLUNTEER: 1. Work out-of-doors, 2. assist Forest Service with managing a recreation facility, and 3. constructive way to utilize free time.

J. FOREST SERVICE CONTACT: Jack Janda or John Klaasen
Hoodsport Ranger District
P.O. Box 68
Hoodsport, WA 98548
(206) 877-5254

VOLUNTEER PROJECT ADMINISTRATION

A. POTENTIAL VOLUNTEERS:

1. Organizational:
   a. National Campers & Hikers Assoc.
   b. Boy Scouts of America

2. Individuals:
   Refer to District file for previous volunteers who want to return.

B. WHEN & HOW TO RECRUIT:

METHOD	WHO	DATE	TIME NEEDED
Letter	Recreation Assistant	Before April	2 hours

C. HOW TO TRAIN:

METHOD	DATE	TIME NEEDED
On-the-job	1st day on job	2 hours

D. TYPE OF SUPERVISION: One-to-Group

E. JOB STANDARDS AND REQUIREMENTS: Ability to use hand tools
Enjoy working out-of-doors

F. INFORMATION TO SEND TO VOLUNTEER: Forest Recreation Map
Job Description

VOLUNTEER PROJECT INFORMATION
Olympic National Forest

A. PROJECT: Adopt-A-Campground

B. ADMINISTRATIVE UNIT: Hoodsport Ranger District, Hoodsport, WA.

C. PROJECT DESCRIPTION: Pick up litter, clean toilets, minor repairs to structures, trimming grass and brush, maintain campground trails, tables and fireplaces.

D. PROJECT LOCATION: Big Creek Campground near Lake Cushman approximately 8 miles west of Hoodsport.

E. SEASON & DURATION: June 1 - September 8.

F. SKILLS NEEDED: Friendly, enjoy meeting people, skills with small hand and garden tools.

G. VOLUNTEER PROVIDES: 1. Transportation to and from site, 2. personal clothing, food, and camping equipment.

H. FOREST SERVICE PROVIDES: 1. All tools and materials to maintain campground and trails, and 2. camp sites to stay at for duration of project.

I. KEY BENEFITS TO VOLUNTEER: 1. Opportunity to work outside, 2. meet new people, 3. utilize leisure time, and 4. assist Forest Service in managing a recreation facility.

J. FOREST SERVICE CONTACT: Jack Janda or John Klaasen
Hoodsport Ranger District
P.O. Box 68
Hoodsport, WA 98548
(206) 877-5254

VOLUNTEER PROJECT ADMINISTRATION

A. POTENTIAL VOLUNTEERS:

1. Organizational:
   a. National Campers & Hikers Assoc.
   b. Boy Scouts of America

2. Individuals:
   Refer to District file for previous volunteers who want to return.

B. WHEN & HOW TO RECRUIT:

METHOD	WHO	DATE	TIME NEEDED
Letter	Recreation Assistant	Before April	2 hours

C. HOW TO TRAIN:

METHOD	DATE	TIME NEEDED
On-the-job	1st day on job	2 hours

D. TYPE OF SUPERVISION: One-to-Group

E. JOB STANDARDS AND REQUIREMENTS: Ability to use hand tools
Enjoy working out-of-doors

F. INFORMATION TO SEND TO VOLUNTEER: Forest Recreation Map
Job Description

VOLUNTEER PROJECT INFORMATION
Olympic National Forest

A. PROJECT: Backcountry Ranger

B. ADMINISTRATIVE UNIT: Hoodsport Ranger District, Hoodsport, WA.

C. PROJECT DESCRIPTION: Volunteer works out of a backcountry station and oversees a designated backcountry area by making daily patrols. Work assignments involve greeting hikers and backpackers, providing visitors with information about the area and regulations, campsite restoration work and trail maintenance. Assist Forest Service in search and rescue operations within assigned area when necessary.

D. PROJECT LOCATION: Backcountry areas throughout the District including Mildred Lake, Lena Lake, Mt. Jupiter and The Brothers.

E. SEASON & DURATION: Summer, June 15 - September 8. Minimum of 4 weeks.

F. SKILLS NEEDED: Friendly and like to meet new people. Knowledge of backcountry area and regulations (F.S. will train). Strong hiker capable of carrying a 40 pound backpack. First aid, map and compass skills beneficial.

G. VOLUNTEER PROVIDES: 1. Personal clothing, food and equipment, 2. transportation to and from the Ranger Station.

H. FOREST SERVICE PROVIDES: 1. Training involving safety, use of tools and trail and backcountry maintenance techniques, 2. supervision, 3. tools necessary to complete maintenance tasks, and 4. transportation to and from the backcountry trailheads.

I. KEY BENEFITS TO VOLUNTEER: 1. Working out-of-doors, 2. assist Forest Service with a management of rugged backcountry area, and 3. exciting and rewarding way to utilize free time.

J. FOREST SERVICE CONTACT: Jack Janda or John Klaasen
Hoodsport Ranger District
P.O. Box 68
Hoodsport, WA 98548
(206) 877-5254

VOLUNTEER PROJECT ADMINISTRATION

A. POTENTIAL VOLUNTEERS:

1. Organizational:
   a. University of Washington
   b. Evergreen State College
   c. Olympic Peninsula College
   d. Grays Harbor College
   e. Washington State University

2. Individuals:
   Refer to District file for previous volunteers who want to return.

B. WHEN & HOW TO RECRUIT:

METHOD	WHO	DATE	TIME NEEDED
Letter	Recreation Assistant	Before April	2 hours

C. HOW TO TRAIN:

METHOD	DATE	TIME NEEDED
Pre-job Orientation Review trail maintenance slide program, trail maintenance and reconstruction standards, Back-country Ranger Notebook.	1st day on job	2-4 hours
On-the-job	On-going	On-going

D. TYPE OF SUPERVISION: One-on-One with Recreation Assistant

E. JOB STANDARDS AND REQUIREMENTS: Strong backpacker who enjoys hiking and meeting new people.
Friendly and enjoys talking with people.

F. INFORMATION TO SEND TO VOLUNTEER: Forest Recreation Map
Job Description

VOLUNTEER PROJECT INFORMATION
Olympic National Forest

A. PROJECT: Trail Maintenance

B. ADMINISTRATIVE UNIT: Hoodsport Ranger District, Hoodsport, WA.

C. PROJECT DESCRIPTION: Over 60 miles of trail need annual maintenance. Trails are located throughout the District including the Lake Cushman area, the Hamma Hamma, Duckabush, and Dosewallips drainages.

D. PROJECT LOCATION:

E. SEASON & DURATION: Late spring - early summer, June 1 - July 15.

F. SKILLS NEEDED: Ability to use hand tools such as shovel, pulaski, loppers, pruning sheers and Mcloed hoe/rake. Experience with chain saw is preferred.

G. VOLUNTEER PROVIDES: 1. Transportation to and from the Ranger Station, 2. personal clothing, food and equipment for camping in the backcountry.

H. FOREST SERVICE PROVIDES: 1. Training involving safety, use of tools and trail maintenance techniques, 2. supervision, and 3. all tools and materials to complete the job, 4. transportation to project, and 5. bunkhouse when not camping out.

I. KEY BENEFITS TO VOLUNTEER: 1. Work out-of-doors, 2. assist Forest Service with managing a recreation resource, 3. constructive way to utilize free time, and 5. provide service to the Nation.

J. FOREST SERVICE CONTACT: Jack Janda or John Klaasen
Hoodsport Ranger District
P.O. Box 68
Hoodsport, WA 98548
(206) 877-5254

VOLUNTEER PROJECT ADMINISTRATION

A. POTENTIAL VOLUNTEERS:

1. Organizational:
   a. The Mountaineers
   b. Peninsula Wilderness Club
   c. Pacific Northwest Trail Assoc.
   d. High Country Horsemen
   e. Boy Scouts of America
   f. Sierra Club
   g. Washington Trail & Pleasure Director
   h. Northwest Motorcycle Assoc.
   i. National Backpackers Assoc.

2. Individuals:
   Refer to District file for previous volunteers who want to return.

B. WHEN & HOW TO RECRUIT:

METHOD	WHO	DATE	TIME NEEDED
Letter	Recreation Assistant	Before April	2-4 hours
Personal Presentation	Recreation Assistant	Before April	2 hours/group

C. HOW TO TRAIN:

METHOD	DATE	TIME NEEDED
Volunteers for Outdoor Washington-VOW (Trail maintenance training subcommittee)	As scheduled	None
On-the-job	1st day on job	2-4 hours

D. TYPE OF SUPERVISION: One-on-One as needed.

E. JOB STANDARDS AND REQUIREMENTS: Ability to use hand tools such as shovel, pulaski, and Mcloed.
Enjoy hiking and backpacking.
Interest in trail management and willingness to learn trail maintenance skills.

F. INFORMATION TO SEND TO VOLUNTEER: Forest Recreation Map
Job Description

VOLUNTEER PROJECT INFORMATION
Olympic National Forest

A. PROJECT: Adopt-A-Trail

B. ADMINISTRATIVE UNIT: Hoodsport Ranger District, Hoodsport, WA.

C. PROJECT DESCRIPTION: Volunteers will perform routine trail maintenance work throughout the recreation season. Job will consist of clearing all debris from the trail tread, cleaning and repairing drainage structures such as culverts, water dips and water bars, brushing overhanging vegetation back from trail, cutting small trees laying across the trail and remove all litter along the trail. Volunteer is responsible for trail maintenance throughout the recreation season.

D. PROJECT LOCATION: Over 60 miles of trail available for adoption. Trails are located throughout the District including the Lake Cushman area, the Hamma Hamma, Duckabush and Dosewallips drainages.

E. SEASON & DURATION: Summer, June 15 - August 31.

F. SKILLS NEEDED: Ability to use hand tools such as shovel, pulaski, loppers, pruning sheers and Mcloed hoe/rake. Experience with chain saw is beneficial.

G. VOLUNTEER PROVIDES: 1. Transportation to and from the work site, and 2. personal clothing and food.

H. FOREST SERVICE PROVIDES: 1. Training involving safety, use of tools and trail maintenance techniques, 2. supervision, and 3. all tools and materials necessary to complete the job.

I. KEY BENEFITS TO VOLUNTEER: 1. Work out-of-doors, 2. complete work that might not otherwise get done, 3. assist F.S. with managing a recreation resource, 4. constructive way to utilize free time, and 5. provide service to the Nation.

J. FOREST SERVICE CONTACT: Jack Janda or John Klaason
Hoodsport Ranger District
P.O. Box 68
Hoodsport, WA 98548
(206) 877-5254

VOLUNTEER PROJECT ADMINISTRATION

A. POTENTIAL VOLUNTEERS:

1. Organizational:
   a. The Mountaineers
   b. Peninsula Wilderness Club
   c. Pacific Northwest Trail Assoc.
   d. High Country Horsemen
   e. Boy Scouts of America
   f. Sierra Club
   g. Washington Trail & Pleasure Director
   h. Northwest Motorcycle Assoc.
   i. National Backpackers Assoc.

2. Individuals:
   Refer to District file for previous volunteers who want to return.

B. WHEN & HOW TO RECRUIT:

METHOD	WHO	DATE	TIME NEEDED
Letter	Recreation Assistant	Before April	2-4 hours
Personal Presentation	Recreation Assistant	Before April	2 hours/group

C. HOW TO TRAIN:

METHOD	DATE	TIME NEEDED
Volunteers for Outdoor Washington-VOW (Trail maintenance training subcommittee)	As scheduled	None
On-the-job	1st day on job	2-4 hours

D. TYPE OF SUPERVISION: One-on-One as needed.

E. JOB STANDARDS AND REQUIREMENTS: Ability to use hand tools such as shovel, pulaski, and Mcloed.
Enjoy hiking and backpacking.
Interest in trail management and willingness to learn trail maintenance skills.

F. INFORMATION TO SEND TO VOLUNTEER: Forest Recreation Map
Job Description

VOLUNTEER PROJECT INFORMATION
Olympic National Forest

A. PROJECT: General Photography

B. ADMINISTRATIVE UNIT: Hoodsport Ranger District, Hoodsport, WA.

C. PROJECT DESCRIPTION: Volunteer will travel by vehicle and/or foot to specified areas on the District to photograph specific subjects such as people recreating, wildlife, and resource management activities.

D. PROJECT LOCATION: Various areas on the Hoodsport District.

E. SEASON & DURATION: Spring and summer, May 1 - August 31.

F. SKILLS NEEDED: Photography skills with 35 MM camera and film.

G. VOLUNTEER PROVIDES: 1. Transportation to and from area, and 2. own camera, lens and filters.

H. FOREST SERVICE PROVIDES: 1. Film, and 2, film processing.

I. KEY BENEFITS TO VOLUNTEER: 1. Work out-of-doors, 2. gain photography field experience, and 3. meet new people.

J. FOREST SERVICE CONTACT: Jack Janda or John Klassen
Hoodsport Ranger District
P.O. Box 68
Hoodsport, WA 98548
(206) 877-5254

VOLUNTEER PROJECT ADMINISTRATION

A. POTENTIAL VOLUNTEERS:

1. Organizational:

2. Individuals:
Refer to District file for previous volunteers who want to return.

B. WHEN & HOW TO RECRUIT:

METHOD	WHO	DATE	TIME NEEDED
General Forest Newsletter	Recreation Assistant	Before April	? hours

C. HOW TO TRAIN:

METHOD	DATE	TIME NEEDED

D. TYPE OF SUPERVISION: One-on-One

E. JOB STANDARDS AND REQUIREMENTS: Experienced with 35MM Camera.
Enjoy working out-of-doors.
Can furnish own 35MM Camera.

F. INFORMATION TO SEND TO VOLUNTEER:

VOLUNTEER PROJECT ADMINISTRATION

A. POTENTIAL VOLUNTEERS:

1. Organizational:

2. Individuals:
Refer to District file for previous volunteers who want to return.

B. WHEN & HOW TO RECRUIT:

METHOD	WHO	DATE	TIME NEEDED
General Forest Newsletter	Recreation Assistant	Before April	2 hours

C. HOW TO TRAIN:

METHOD	DATE	TIME NEEDED

D. TYPE OF SUPERVISION: One-on-One

E. JOB STANDARDS AND REQUIREMENTS: Experienced with 35MM Camera.
Enjoy working out-of-doors.
Can furnish own 35MM Camera.

F. INFORMATION TO SEND TO VOLUNTEER:

VOLUNTEER PROJECT INFORMATION
Olympic National Forest

A. PROJECT: Aquatic System Inventory (Stream Survey)

B. ADMINISTRATIVE UNIT: Hoodsport Ranger District, Hoodsport, WA.

C. PROJECT DESCRIPTION: As a member of stream survey team, evaluate and record various elements of the stream environment. Inventory is done by walking stream reaches. Channel stability, riparian zone structure and composition, anadromous, resident (spawning, rearing), and supportive habitat are components of the survey.

D. PROJECT LOCATION: Along various streams and rivers on the Hoodsport District.

E. SEASON & DURATION: June - October. Beginning and ending dates are flexible. Minimum stay of 3 months.

F. SKILLS NEEDED: Interest in aquatic biology; some background in fisheries, hydrology, riparian ecology, or other natural sciences.

G. VOLUNTEER PROVIDES: 1. Field clothes, food, transportation to and from Ranger Station, 2. surveyors or fishing vest, and 3. hip boots and pack.

H. FOREST SERVICE PROVIDES: 1. Transportation to and from field locations, 2. training and supervision, 3. possibly living quarters at guard station, and 4. possibly reimbursement for incidental expenses.

I. KEY BENEFITS TO VOLUNTEER: Training, education and experience in the field of fisheries, hydrology, and riparian ecology. It is possible to coordinate an internship-type agreement with on-going education and make schedule flexible to accommodate this.

J. FOREST SERVICE CONTACT: Nancy Darling
Hoodsport Ranger District
P.O. Box 68
Hoodsport, WA 98548
(206) 877-5254

VOLUNTEER PROJECT ADMINISTRATION

A. POTENTIAL VOLUNTEERS:

1. Organizational:
   a. University of Washington
   b. Grays Harbor College
   c. Evergreen State College
   d. St. Martins College
   e. NW Steelhead and Salmon Council

2. Individuals:
   Refer to District file for previous volunteers who want to return.

B. WHEN & HOW TO RECRUIT:

METHOD	WHO	DATE	TIME NEEDED
Letter	Biologist	Before April	3 hours

C. HOW TO TRAIN:

METHOD	DATE	TIME NEEDED
Pre-job Orientation	1st day on job	2-4 hours
On-the-job	On-going	On-going

D. TYPE OF SUPERVISION: One-on-one with Biologist Technician

E. JOB STANDARDS AND REQUIREMENTS: College background in Fisheries, Hydrology and/or Aquatic Studies and Sciences.
Interested in Aquatic Biology.
Willingness to coordinate and work as a team member.

F. INFORMATION TO SEND TO VOLUNTEER: Stream Survey Information.
Introductory literature on fisheries, hydrology and riparian habitat.
Job Description.

VOLUNTEER PROJECT INFORMATION
Olympic National Forest

A. PROJECT: Spotted Owl Survey

B. ADMINISTRATIVE UNIT: Hoodsport Ranger District, Hoodsport, WA.

C. PROJECT DESCRIPTION: Assist Forest Service personnel in calling Northern Spotted Owls during evening hours. Daylight hours are used for nest tree verification.

D. PROJECT LOCATION: District-wide.

E. SEASON & DURATION: March 6 to approximately April 15.

F. SKILLS NEEDED: Background in wildlife or ornithology helpful either at scholastic level or hobby.

G. VOLUNTEER PROVIDES: Transportation to Shelton Ranger Station Office in Shelton.

H. FOREST SERVICE PROVIDES: 1. All tools and materials, and 2. living quarters may be available during this time.

I. KEY BENEFITS TO VOLUNTEER: 1. Work with various Forest Service personnel to exchange knowledge and ideas, 2. gain better knowledge of wildlife, and 3. work out-of-doors.

J. FOREST SERVICE CONTACT: District Volunteer Coordinator
Hoodsport Ranger District
P.O. Box 68
Hoodsport, WA 98548
(206) 877-5254

VOLUNTEER PROJECT ADMINISTRATION

A. POTENTIAL VOLUNTEERS:

1. Organizational:
   a. University of Washington
   b. Audubon Society

2. Individuals:
   Refer to District file for previous volunteers who want to return.

B. WHEN & HOW TO RECRUIT:

METHOD	WHO	DATE	TIME NEEDED
Letter	Biologist	Before April	2 hours

C. HOW TO TRAIN:

METHOD	DATE	TIME NEEDED
Pre-job Orientation	1st dav on job	2-4 hours
On-the-job	On-going	On-going

D. TYPE OF SUPERVISION: One-on-one with District Biologist

E. JOB STANDARDS AND REQUIREMENTS: Background in Wildlife, Forestry or Ornithology. Enjoy working out-of-doors.

F. INFORMATION TO SEND TO VOLUNTEER: Forest Recreation Map
Job Description

VOLUNTEER PROJECT INFORMATION
Olympic National Forest

A. PROJECT: Campground HOST

B. ADMINISTRATIVE UNIT: Quilcene Ranger District, Quilcene, WA.

C. PROJECT DESCRIPTION: Volunteers will camp in their own camping trailer at the HOST camp unit in the campg.ound. HOST duties consist of greeting visitors to the campground, providing them with information concerning recreation opportunities in the area and recreation rules and regulations, minor maintenance work, and inform Forest Service Officer of any illegal activities.

D. PROJECT LOCATION: Choice of four campgrounds:
Rainbow Campground and Falls View Campground off Highway 101
Dungeness Forks Campground and East Crossing Campground on the Dungeness River.

E. SEASON & DURATION: Spring and Summer, June 1 - September 8.
Minimum length of stay is 3 weeks.

F. SKILLS NEEDED: Volunteers must be friendly and like meeting people. Knowledge of local recreation opportunities and facilities, and of rules and regulations (F.S. will train).

G. VOLUNTEER PROVIDES: 1. Transportation to and from campground, 2. camping trailer, and 3. personal clothing and food.

H. FOREST SERVICE PROVIDES: 1. Training, 2. camp site for trailer, 3. all tools and supplies to carry out work assignments, and 4. campground HOST windbreaker jacket with name tag.

I. KEY BENEFITS TO VOLUNTEER: 1. Work out-of-doors, 2. constructive way to utilize free time, 3. assist Forest Service with managing a recreation facility, and 4. meet new people.

J. FOREST SERVICE CONTACT: Julie VanReenen or Leo Donohoe
Quilcene Ranger District
Quilcene, WA 98376
(206) 765-3368

VOLUNTEER PROJECT ADMINISTRATION

A. POTENTIAL VOLUNTEERS:

1. Organizational:
   a. Good Sam Club

2. Individuals:
   Refer to District file for previous volunteers who want to return.

B. WHEN & HOW TO RECRUIT:

METHOD	WHO	DATE	TIME NEEDED
Letter or phone	Recreation Assistant	Before February	2 hours

C. HOW TO TRAIN:

METHOD	DATE	TIME NEEDED
Pre-Job Orientation Review Campground HOST Notebook and HOST Slide Program.	1st Day on Job	2-4 hours
On-the-Job	On-going	On-going

D. TYPE OF SUPERVISION: One-on-one with Recreation Assistant and Recreation Guard.

E. JOB STANDARDS AND REQUIREMENTS: Enjoy meeting and talking to people.
Basic carpentry, plumbing, gardening skills helpful.
Provide own camping trailer.

F. INFORMATION TO SEND TO VOLUNTEER: Forest Recreation Map
Job Description
Any literature, brochures, etc. pertaining to area.

VOLUNTEER PROJECT INFORMATION
Olympic National Forest

A. PROJECT: General Campground Maintenance

B. ADMINISTRATIVE UNIT: Quilcene Ranger District, Quilcene, WA.

C. PROJECT DESCRIPTION: Prior to the recreation season volunteers will clean camp units, road, paths, toilets, tables and fireplace to get the site ready for the upcoming recreation season.

D. PROJECT LOCATION: 4 campgrounds available:
Rainbow and Falls View Campgrounds near Quilcene River on Highway 101
Dungeness Forks and East Crossing Campgrounds on Dungeness River.

E. SEASON & DURATION: April - May, approximately 1-2 days per campground depending upon size and number of units.

F. SKILLS NEEDED: Work with hand tools.

G. VOLUNTEER PROVIDES: 1. Transportation to and from campground, and 2. personal clothing and food.

H. FOREST SERVICE PROVIDES: 1. Maintenance training, and 2. all tools and materials to complete the job.

I. KEY BENEFITS TO VOLUNTEER: 1. Work out-of-doors, 2. assist Forest Service with managing a recreation facility, and 3. constructive way to utilize free time.

J. FOREST SERVICE CONTACT: Julie VanReenen or Leo Donohoe
Quilcene Ranger District
Quilcene, WA 98376
(206) 765-3368

VOLUNTEER PROJECT ADMINISTRATION

A. POTENTIAL VOLUNTEERS:

1. Organizational:
   a. National Campers & Hikers Assoc.
   b. Boy Scouts of America

2. Individuals:
   Refer to District file for previous volunteers who want to return.

B. WHEN & HOW TO RECRUIT:

METHOD	WHO	DATE	TIME NEEDED
Letter	Recreation Assistant	Before April	2 hours

C. HOW TO TRAIN:

METHOD	DATE	TIME NEEDED
On-the-job	1st day on job	2 hours

D. TYPE OF SUPERVISION: One-to-Group

E. JOB STANDARDS AND REQUIREMENTS: Ability to use hand tools
Enjoy working out-of-doors

F. INFORMATION TO SEND TO VOLUNTEER: Forest Recreation Map
Job Description

VOLUNTEER PROJECT INFORMATION
Olympic National Forest

A. PROJECT: Adopt-A-Campground

B. ADMINISTRATIVE UNIT: Quilcene Ranger District, Quilcene, WA.

C. PROJECT DESCRIPTION: Pick up litter, clean toilets, minor repairs to structures, trimming grass and brush, maintain campground trails, tables and fireplaces.

D. PROJECT LOCATION: Dungeness Forks Campground on the Dungeness River 12 miles south of Sequim.

E. SEASON & DURATION: June 1 - September 8.

F. SKILLS NEEDED: Friendly, enjoy meeting people, skills with small hand and garden tools.

G. VOLUNTEER PROVIDES: 1. Transportation to and from site, 2. personal clothing, food, and camping equipment.

H. FOREST SERVICE PROVIDES: All tools and materials to maintain campground and trails.

I. KEY BENEFITS TO VOLUNTEER: 1. Opportunity to work outside, 2. meet new people, 3. utilize leisure time, and 4. gain knowledge of campground management.

J. FOREST SERVICE CONTACT: Julie VanReenen or Leo Donohoe
Quilcene Ranger District
Quilcene, WA 98376
(206) 765-3368

VOLUNTEER PROJECT ADMINISTRATION

A. POTENTIAL VOLUNTEERS:

1. Organizational:
   a. National Campers & Hikers Assoc.
   b. Boy Scouts of America

2. Individuals:
   Refer to District file for previous volunteers who want to return.

B. WHEN & HOW TO RECRUIT:

METHOD	WHO	DATE	TIME NEEDED
Letter	Recreation Assistant	Before April	2 hours

C. HOW TO TRAIN:

METHOD	DATE	TIME NEEDED
On-the-job	1st day on job	2 hours

D. TYPE OF SUPERVISION: One-to-Group

E. JOB STANDARDS AND REQUIREMENTS: Ability to use hand tools
Enjoy working out-of-doors

F. INFORMATION TO SEND TO VOLUNTEER: Forest Recreation Map
Job Description

VOLUNTEER PROJECT INFORMATION
Olympic National Forest

A. PROJECT: Backcountry Ranger

B. ADMINISTRATIVE UNIT: Quilcene Ranger District, Quilcene, WA.

C. PROJECT DESCRIPTION: Volunteer works out of a backcountry station and oversees a designated backcountry area by making daily patrols. Work assignments involve greeting hikers and backpackers, providing visitors with information about the area and regulations, campsite restoration work and trail maintenance. Assist Forest Service in search and rescue operations within assigned area when necessary.

D. PROJECT LOCATION: Backcountry areas throughout the District including Charlia Lakes, Upper Dungeness, Marmot Pass and the Gray Wolf drainage.

E. SEASON & DURATION: Summer, June 15 - September 8. Minimum of 4 weeks.

F. SKILLS NEEDED: Friendly and like to meet new people. Knowledge of backcountry area and regulations (F.S. will train). Strong hiker capable of carrying a 40 pound backpack. First aid, map and compass skills beneficial.

G. VOLUNTEER PROVIDES: 1. Personal clothing, food and equipment, 2. transportation to and from the Ranger Station.

H. FOREST SERVICE PROVIDES: 1. Training involving safety, use of tools and trail and backcountry maintenance techniques, 2. supervision, 3. tools necessary to complete maintenance tasks, and 4. transportation to and from the backcountry trailheads.

I. KEY BENEFITS TO VOLUNTEER: 1. Working out-of-doors, 2. assist Forest Service with a management of rugged backcountry area, and 3. exciting and rewarding way to utilize free time.

J. FOREST SERVICE CONTACT: Julie VanReenen or Leo Donohoe
Quilcene Ranger District
Quilcene, WA 98376
(206) 765-3368

VOLUNTEER PROJECT ADMINISTRATION

A. POTENTIAL VOLUNTEERS:

1. Organizational:
   a. University of Washington
   b. Evergreen State College
   c. Olympic Peninsula College
   d. Grays Harbor College
   e. Washington State University

2. Individu- :
   Refer to District file for previous volunteers who want to return.

B. WHEN & HOW TO RECRUIT:

METHOD	WHO	DATE	TIME NEEDED
Letter	Recreation Assistant	Before April	2 hours

C. HOW TO TRAIN:

METHOD	DATE	TIME NEEDED
Pre-job Orientation Review trail maintenance slide program, trail maintenance and reconstruction standards, Back-country Ranger Notebook.	1st day on job	2-4 hours
On-the-job	On-going	On-going

D. TYPE OF SUPERVISION: One-on-One with Recreation Assistant

E. JOB STANDARDS AND REQUIREMENTS: Strong backpacker who enjoys hiking and meeting new people.
Friendly and enjoys talking with people.

F. INFORMATION TO SEND TO VOLUNTEER: Forest Recreation Map
Job Description

VOLUNTEER PROJECT INFORMATION
Olympic National Forest

A. PROJECT: Trail Maintenance

B. ADMINISTRATIVE UNIT: Quilcene Ranger District, Quilcene, WA.

C. PROJECT DESCRIPTION: Volunteers will perform routine trail maintenance work. Job will entail clearing all debris off the trail, cleaning and repairing drainage structures such as culverts, water dips, and water bars, brushing overhanging vegetation back from trail, cutting small trees laying across the trail and remove all litter along the trail.

D. PROJECT LOCATION: Over 90 miles of trail need annual maintenance. Trails are located throughout the District including the Tunnel Creek, Big Quilcene, Townsend Creek, Dungeness and Gray Wolf drainages.

E. SEASON & DURATION: Late spring - early summer, June 1 - July 15.

F. SKILLS NEEDED: Ability to use hand tools such as shovel, pulaski, loppers, pruning sheers and Mcloed hoe/rake. Experience with chain saw is preferred.

G. VOLUNTEER PROVIDES: 1. Transportation to and from the Ranger Station, 2. personal clothing, food and equipment for camping in the backcountry.

H. FOREST SERVICE PROVIDES: 1. Training involving safety, use of tools and trail maintenance techniques, 2. supervision, and 3. all tools and materials to complete the job, 4. transportation to project, and 5. bunkhouse when not camping out.

I. KEY BENEFITS TO VOLUNTEER: 1. Work out-of-doors, 2. assist Forest Service with managing a recreation resource, 3. constructive way to utilize free time, and 5. provide service to the Nation.

J. FOREST SERVICE CONTACT: Julie VanReenen or Leo Donohoe
Quilcene Ranger District
Quilcene, WA 98376
(206) 765-3368

VOLUNTEER PROJECT ADMINISTRATION

A. POTENTIAL VOLUNTEERS:

1. Organizational:
   a. The Mountaineers
   b. Peninsula Wilderness Club
   c. Pacific Northwest Trail Assoc.
   d. High Country Horsemen
   e. Boy Scouts of America
   f. Sierra Club
   g. Washington Trail & Pleasure Director
   h. Northwest Motorcycle Assoc.
   i. National Backpackers Assoc.

2. Individuals:
   Refer to District file for previous volunteers who want to return.

B. WHEN & HOW TO RECRUIT:

METHOD	WHO	DATE	TIME NEEDED
Letter	Recreation Assistant	Before April	2-4 hours
Personal Presentation	Recreation Assistant	Before April	2 hours/group

C. HOW TO TRAIN:

METHOD	DATE	TIME NEEDED
Volunteers for Outdoor Washington-VOW (Trail maintenance training subcommittee)	As scheduled	None
On-the-job	1st day on job	2-4 hours

D. TYPE OF SUPERVISION: One-on-One as needed.

E. JOB STANDARDS AND REQUIREMENTS: Ability to use hand tools such as shovel, pulaski, and Mcloed.
Enjoy hiking and backpacking.
Interest in trail management and willingness to learn trail maintenance skills.

F. INFORMATION TO SEND TO VOLUNTEER: Forest Recreation Map
Job Description

VOLUNTEER PROJECT INFORMATION
Olympic National Forest

A. PROJECT: Adopt-A-Trail

B. ADMINISTRATIVE UNIT: Quilcene Ranger District, Quilcene, WA.

C. PROJECT DESCRIPTION: Volunteers will perform routine trail maintenance work throughout the recreation season. Job will consist of clearing all debris from the trail tread, cleaning and repairing drainage structures such as culverts, water dips and water bars, brushing overhanging vegetation back from trail, cutting small trees laying across the trail and remove all litter along the trail. Volunteer is responsible for trail maintenance throughout the recreation season.

D. PROJECT LOCATION: Over 90 miles of trail available for adoption. Trails are located throughout the District including the Tunnel Creek, Big Quilcene, Townsend Creek, Dungeness and Gray Wolf drainages.

E. SEASON & DURATION: Summer, June 15 - August 31.

F. SKILLS NEEDED: Ability to use hand tools such as shovel, pulaski, loppers, pruning sheers and Mcloed hoe/rake. Experience with chain saw is beneficial.

G. VOLUNTEER PROVIDES: 1. Transportation to and from the work site, and 2. personal clothing and food.

H. FOREST SERVICE PROVIDES: 1. Training involving safety, use of tools and trail maintenance techniques, 2. supervision, and 3. all tools and materials necessary to complete the job.

I. KEY BENEFITS TO VOLUNTEER: 1. Work out-of-doors, 2. complete work that might not otherwise get done, 3. assist F.S. with managing a recreation resource, 4. constructive way to utilize free time, and 5. provide service to the Nation.

J. FOREST SERVICE CONTACT: Julie VanReenen or Leo Donohoe
Quilcene Ranger District
Quilcene, WA 98376
(206) 765-33684

VOLUNTEER PROJECT ADMINISTRATION

A. POTENTIAL VOLUNTEERS:

1. Organizational:
   a. The Mountaineers
   b. Peninsula Wilderness Club
   c. Pacific Northwest Trail Assoc.
   d. High Country Horsemen
   e. Boy Scouts of America
   f. Sierra Club
   g. Washington Trail & Pleasure Director
   h. Northwest Motorcycle Assoc.
   i. National Backpackers Assoc.

2. Individuals:
   Refer to District file for previous volunteers who want to return.

B. WHEN & HOW TO RECRUIT:

METHOD	WHO	DATE	TIME NEEDED
Letter	Recreation Assistant	Befcre April	2-4 hours
Personal Presentation	Recreation Assistant	Before April	2 hours/group

C. HOW TO TRAIN:

METHOD	DATE	TIME NEEDED
Volunteers for Outdoor Washington-VOW (Trail maintenance training subcommittee)	As scheduled	None
On-the-job	1st day on job	2-4 hours

D. TYPE OF SUPERVISION: One-on-One as needed.

E. JOB STANDARDS AND REQUIREMENTS: Ability to use hand tools such as shovel, pulaski, and Mcloed.
Enjoy hiking and backpacking.
Interest in trail management and willingness to learn trail maintenance skills.

F. INFORMATION TO SEND TO VOLUNTEER: Forest Recreation Map
Job Description

VOLUNTEER PROJECT INFORMATION
Clympic National Forest

A. PROJECT: Adopt-A-Trail Shelter

B. ADMINISTRATIVE UNIT: Quilcene Ranger District, Quilcene, WA.

C. PROJECT DESCRIPTION: Volunteers will be responsible for performing general maintenance of trail shelter(s). Maintenance work will generally consist of repairing siding and roof and keeping the area and structure safe for public use and free from litter.

D. PROJECT LOCATION: 9 Trail Shelters to choose from:
River, Camp Hardy and Boulder Creek Shelters on Dungeness Trail #833
Camp Tony Shelter on the Gray Wolf Trail #834
Gold Creek Shelter on the Gold Creek Trail #830
Silver Creek Shelter on the Tubal Cain Mine Trail #840
Sink Lake Shelter on the Mt. Townsend Trail #839
Tenmile Shelter on the Big Quilcene Trail #833 and the Tunnel Creek Shelter on the Tunnel Creek Trail #841.

E. SEASON & DURATION: Summer, June 15 - August 31.

F. SKILLS NEEDED: Carpentry and roofing skills are important. Hiking and backpacking experience helpful.

G. VOLUNTEER PROVIDES: 1. Transportation to and from the work site, and 2. personal clothing and food.

H. FOREST SERVICE PROVIDES: 1. Training involving safety, use of tools and shelter maintenance techniques, 2. Supervision, and 3. all tools and materials necessary to complete the job.

I. KEY BENEFITS TO VOLUNTEER: 1. Work out-of-doors, 2. complete work that might not otherwise get done, 3. assist Forest Service in protecting a recreation facility, 4. constructive way to utilize free time, and 5. provide service to the Nation.

J. FOREST SERVICE CONTACT: Julie VanReenen or Leo Donohoe
Quilcene Ranger District
Quilcene, WA 98376
(206) 765-3368

VOLUNTEER PROJECT ADMINISTRATION

A. POTENTIAL VOLUNTEERS:

1. Organizational:
   a. The Mountaineers
   b. Pacific Northwest Trail Assoc.
   c. Boy Scouts of America
   d. Friends of the Olympic Shelters

2. Individuals:
   Refer to District file for previous volunteers who want to return.

B. WHEN & HOW TO RECRUIT:

METHOD	WHO	DATE	TIME NEEDED
Letter	Recreation Assistant	Before April	2 hours

C. HOW TO TRAIN:

METHOD	DATE	TIME NEEDED
On-the-job	Beginning of project	2-4 hours

D. TYPE OF SUPERVISION:

E. JOB STANDARDS AND REQUIREMENTS: Basic carpentry skills
Enjoy working out-of-doors

F. INFORMATION TO SEND TO VOLUNTEER: Forest Recreation Map
Job Description

VOLUNTEER PROJECT INFORMATION
Olympic National Forest

A. PROJECT: Aquatic System Inventory (Stream Survey)

B. ADMINISTRATIVE UNIT: Quilcene Ranger District, Quilcene, WA.

C. PROJECT DESCRIPTION: As a member of stream survey team, evaluate and record various elements of the stream environment. Inventory is done by walking stream reaches. Channel stability, riparian zone structure and composition, anadromous, resident (spawning, rearing), and supportive habitat are components of the survey.

D. PROJECT LOCATION: Along various streams and rivers on the Quilcene District.

E. SEASON & DURATION: June - October. Beginning and ending dates are flexible. Minimum stay of 3 months.

F. SKILLS NEEDED: Interest in aquatic biology; some background in fisheries, hydrology, riparian ecology, or other natural sciences.

G. VOLUNTEER PROVIDES: 1. Field clothes, food, transportation to and from Ranger Station, 2. surveyors or fishing vest, and 3. hip boots and pack.

H. FOREST SERVICE PROVIDES: 1. Transportation to and from field locations, 2. training and supervision, 3. possibly living quarters at guard station, and 4. possibly reimbursement for incidental expenses.

I. KEY BENEFITS TO VOLUNTEER: Training, education and experience in the field of fisheries, hydrology, and riparian ecology. It is possible to coordinate an internship-type agreement with on-going education and make schedule flexible to accommodate this.

J. FOREST SERVICE CONTACT: Julie VanReenen
Quilcene Ranger District
Quilcene, WA 98376
(206) 765-3368

VOLUNTEER PROJECT ADMINISTRATION

A. POTENTIAL VOLUNTEERS:

1. Organizational:
   a. University of Washington
   b. Grays Harbor College
   c. Evergreen State College
   d. St. Martins College
   e. NW Steelhead and Salmon Council

2. Individuals:
   Refer to District file for previous volunteers who want to return.

B. WHEN & HOW TO RECRUIT:

METHOD	WHO	DATE	TIME NEEDED
Letter	Biologist	Before April	3 hours

C. HOW TO TRAIN:

METHOD	DATE	TIME NEEDED
Pre-job Orientation	1st day on job	2-4 hours
On-the-job	On-going	On-going

D. TYPE OF SUPERVISION: One-on-one with Biologist Technician

E. JOB STANDARDS AND REQUIREMENTS: College background in Fisheries, Hydrology and/or Aquatic Studies and Sciences.
Interested in Aquatic Biology.
Willingness to coordinate and work as a team member.

F. INFORMATION TO SEND TO VOLUNTEER: Stream Survey Information.
Introductory literature on fisheries, hydrology and riparian habitat.
Job Description.

VOLUNTEER PROJECT INFORMATION
Olympic National Forest

A. PROJECT: Spotted Owl Survey

B. ADMINISTRATIVE UNIT: Quilcene Ranger District, Quilcene, WA.

C. PROJECT DESCRIPTION: Assist Forest Service personnel in calling Northern Spotted Owls during evening hours. Daylight hours are used for nest tree verification.

D. PROJECT LOCATION: District-wide.

E. SEASON & DURATION: March 6 to approximately April 15.

F. SKILLS NEEDED: Background in wildlife or ornithology helpful either at scholastic level or hobby.

G. VOLUNTEER PROVIDES: Transportation to Shelton Ranger Station Office in Shelton.

H. FOREST SERVICE PROVIDES: 1. All tools and materials, and 2. living quarters may be available during this time.

I. KEY BENEFITS TO VOLUNTEER: 1. Work with various Forest Service personnel to exchange knowledge and ideas, 2. gain better knowledge of wildlife, and 3. work out-of-doors.

J. FOREST SERVICE CONTACT: District Voluneeer Coordinator
Quilcene Ranger District
Quilcene, WA 98376
(206) 765-3368

VOLUNTEER PROJECT ADMINISTRATION

A. POTENTIAL VOLUNTEERS:

1. Organizational:
   a. University of Washington
   b. Audubon Society

2. Individuals:
   Refer to District file for previous volunteers who want to return.

B. WHEN & HOW TO RECRUIT:

METHOD	WHO	DATE	TIME NEEDED
Letter	Biologist	Before April	2 hours

C. HOW TO TRAIN:

METHOD	DATE	TIME NEEDED
Pre-job Orientation	1st day on job	2-4 hours
On-the-job	On-going	On-going

D. TYPE OF SUPERVISION: One-on-one with District Biologist

E. JOB STANDARDS AND REQUIREMENTS: Background in Wildlife, Forestry or Ornithology. Enjoy working out-of-doors.

F. INFORMATION TO SEND TO VOLUNTEER: Forest Recreation Map
Job Description

VOLUNTEER PROJECT INFORMATION
Olympic National Forest

A. PROJECT: Campground HOST

B. ADMINISTRATIVE UNIT: Quinault Ranger District, Quinault, WA.

C. PROJECT DESCRIPTION: Volunteers will camp in their own camping trailer at the HOST camp unit in the campground. HOST duties consist of greeting visitors to the campground, providing them with information concerning recreation opportunities in the area and recreation rules and regulations, minor maintenance work, and inform Forest Service Officer of any illegal activities.

D. PROJECT LOCATION: Choice of three campgrounds:
Falls Creek Campground on south Shore of Quinault Lake,
Willaby Campground on South Shore of Quinault Lake, and
Campbell Tree Grove Campground on the West Fork Humptulips River.

E. SEASON & DURATION: Spring and Summer, June 1 - September 8.
Minimum length of stay is 3 weeks.

F. SKILLS NEEDED: Volunteers must be friendly and like meeting people. Knowledge of local recreation opportunities and facilities, and of rules and regulations (F.S. will train).

G. VOLUNTEER PROVIDES: 1. Transportation to and from campground, 2. camping trailer, and 3. personal clothing and food.

H. FOREST SERVICE PROVIDES: 1. Training, 2. camp site for trailer, 3. all tools and supplies to carry out work assignments, and 4. campground HOST windbreaker jacket with name tag.

I. KEY BENEFITS TO VOLUNTEER: 1. Work out-of-doors, 2. constructive way to utilize free time, 3. assist Forest Service with managing a recreation facility, and 4. meet new people.

J. FOREST SERVICE CONTACT: Jeff Amoss or Peter Erben
Quinault Ranger District
Quinault, WA 98575
(206) 288-2525

VOLUNTEER PROJECT ADMINISTRATION

A. POTENTIAL VOLUNTEERS:

1. Organizational:
   a. Good Sam Club

2. Individuals:
   Refer to District file for previous volunteers who want to return.

B. WHEN & HOW TO RECRUIT:

METHOD	WHO	DATE	TIME NEEDED
Letter or phone	Recreation Assistant	Before February	2 hours

C. HOW TO TRAIN:

METHOD	DATE	TIME NEEDED
Pre-Job Orientation Review Campground HOST Notebook and HOST Slide Program.	1st Day on Job	2-4 hours
On-the-Job	On-going	On-going

D. TYPE OF SUPERVISION: One-on-one with Recreation Assistant and Recreation Guard.

E. JOB STANDARDS AND REQUIREMENTS: Enjoy meeting and talking to people.
Basic carpentry, plumbing, gardening skills helpful.
Provide own camping trailer.

F. INFORMATION TO SEND TO VOLUNTEER: Forest Recreation Map
Job Description
Any literature, brochures, etc. pertaining to area.

VOLUNTEER PROJECT INFORMATION
Olympic National Forest

A. PROJECT: General Campground Maintenance

B. ADMINISTRATIVE UNIT: Quinault Ranger District, Quinault, WA.

C. PROJECT DESCRIPTION: Prior to the recreation season volunteers will clean camp units, road, paths, toilets, tables and fireplace to get the site ready for the upcoming recreation season.

D. PROJECT LOCATION: 3 campgrounds available:
Falls Creek and Willaby Campground on Lake Quinault and
Campbell Tree Grove Campground on the West Fork Humptulips River.

E. SEASON & DURATION: April - May, approximately 1-2 days per campground depending upon size and number of units.

F. SKILLS NEEDED: Work with hand tools.

G. VOLUNTEER PROVIDES: 1. Transportation to and from campground, and 2. personal clothing and food.

H. FOREST SERVICE PROVIDES: 1. Maintenance training, and 2. all tools and materials to complete the job.

I. KEY BENEFITS TO VOLUNTEER: 1. Work out-of-doors, 2. assist Forest Service with managing a recreation facility, and 3. constructive way to utilize free time.

J. FOREST SERVICE CONTACT: Jeff Amoss or Pete Erben
Quinault Ranger District
Quinault, WA 98575
(206) 288-2525

VOLUNTEER PROJECT ADMINISTRATION

A. POTENTIAL VOLUNTEERS:

1. Organizational:
   a. National Campers & Hikers Assoc.
   b. Boy Scouts of America

2. Individuals:
   Refer to District file for previous volunteers who want to return.

B. WHEN & HOW TO RECRUIT:

METHOD	WHO	DATE	TIME NEEDED
Letter	Recreation Assistant	Before April	2 hours

C. HOW TO TRAIN:

METHOD	DATE	TIME NEEDED
On-the-job	1st day on job	2 hours

D. TYPE OF SUPERVISION: One-to-Group

E. JOB STANDARDS AND REQUIREMENTS: Ability to use hand tools
Enjoy working out-of-doors

F. INFORMATION TO SEND TO VOLUNTEER: Forest Recreation Map
Job Description

VOLUNTEER PROJECT INFORMATION
Olympic National Forest

A. PROJECT: Backcountry [illegible]er

B. ADMINISTRATIVE UNIT: Quinault Ranger District, Quinault, WA.

C. PROJECT DESCRIPTION: Volunteer works out of a backcountry station and oversees a designated backcountry area by making daily patrols. Work assignments involve greeting hikers and backpackers, providing visitors with information about the area and regulations, campsite restoration work and trail maintenance. Assist Forest Service in search and rescue operations within assigned area when necessary.

D. PROJECT LOCATION: Backcountry area along Quinault Ridge in the vicinity of Colonel Bob and Gibson Peaks. The area is approximately 3 miles east of Quinault Lake.

E. SEASON & DURATION: Summer, June 15 - September 8. Minimum of 4 weeks.

F. SKILLS NEEDED: Friendly and like to meet new people. Knowledge of backcountry area and regulations (F.S. will train). Strong hiker capable of carrying a 40 pound backpack. First aid, map and compass skills beneficial.

G. VOLUNTEER PROVIDES: 1. Personal clothing, food and equipment, 2. transportation to and from the Ranger Station.

H. FOREST SERVICE PROVIDES: 1. Training involving safety, use of tools and trail and backcountry maintenance techniques, 2. supervision, 3. tools necessary to complete maintenance tasks, and 4. transportation to and from the backcountry trailheads.

I. KEY BENEFITS TO VOLUNTEER: 1. Working out-of-doors, 2. assist Forest Service with a management of rugged backcountry area, and 3. exciting and rewarding way to utilize free time.

J. FOREST SERVICE CONTACT: Jeff Amoss or Pete Erben
Quinault Ranger District
Quinault, WA 98575
(206) 288-2525

VOLUNTEER PROJECT ADMINISTRATION

A. POTENTIAL VOLUNTEERS:

1. Organizational:
   a. University of Washington
   b. Evergreen State College
   c. Olympic Peninsula College
   d. Grays Harbor College
   e. Washington State University

2. Individuals:
   Refer to District file for previous volunteers who want to return.

B. WHEN & HOW TO RECRUIT:

METHOD	WHO	DATE	TIME NEEDED
Letter	Recreation Assistant	Before April	2 hours

C. HOW TO TRAIN:

METHOD	DATE	TIME NEEDED
Pre-job Orientation Review trail maintenance slide program, trail maintenance and reconstruction standards, Back-country Ranger Notebook.	1st day on job	2-4 hours
On-the-job	On-going	On-going

D. TYPE OF SUPERVISION: One-on-One with Recreation Assistant

E. JOB STANDARDS AND REQUIREMENTS: Strong backpacker who enjoys hiking and meeting new people.
Friendly and enjoys talking with people.

F. INFORMATION TO SEND TO VOLUNTEER: Forest Recreation Map
Job Description

VOLUNTEER PROJECT INFORMATION
Olympic National Forest

A. PROJECT: Trail Maintenance

B. ADMINISTRATIVE UNIT: Quinault Ranger District, Quinault, WA.

C. PROJECT DESCRIPTION: Volunteers will perform routine trail maintenance work. Job will entail clearing all debris off the trail, cleaning and repairing drainage structures such as culverts, water dips, and water bars, brushing overhanging vegetation back from trail, cutting small trees laying across the trail and remove all litter along the trail.

D. PROJECT LOCATION: Over 18 miles of trail need annual maintenance. Trails are located in the Quinault and Humptulips drainages in the central portion of the Quinault Ranger District.

E. SEASON & DURATION: Late spring - early summer, June 1 - July 15.

F. SKILLS NEEDED: Ability to use hand tools such as shovel, pulaski, loppers, pruning sheers and Mcloed hoe/rake. Experience with chain saw is preferred.

G. VOLUNTEER PROVIDES: 1. Transportation to and from the Ranger Station, 2. personal clothing, food and equipment for camping in the backcountry.

H. FOREST SERVICE PROVIDES: 1. Training involving safety, use of tools and trail maintenance techniques, 2. supervision, and 3. all tools and materials to complete the job, 4. transportation to project, and 5. bunkhouse when not camping out.

I. KEY BENEFITS TO VOLUNTEER: 1. Work out-of-doors, 2. assist Forest Service with managing a recreation resource, 3. constructive way to utilize free time, and 5. provide service to the Nation.

J. FOREST SERVICE CONTACT: Jeff Amoss or Pete Erben
Quinault Ranger District
Quinault, WA 98575
(206) 288-2525

VOLUNTEER PROJECT ADMINISTRATION

A. POTENTIAL VOLUNTEERS:

1. Organizational:
   a. The Mountaineers
   b. Peninsula Wilderness Club
   c. Pacific Northwest Trail Assoc.
   d. High Country Horsemen
   e. Boy Scouts of America
   f. Sierra Club
   g. Washington Trail & Pleasure Director
   h. Northwest Motorcycle Assoc.
   i. National Backpackers Assoc.

2. Individuals:
   Refer to District file for previous volunteers who want to return.

B. WHEN & HOW TO RECRUIT:

METHOD	WHO	DATE	TIME NEEDED
Letter	Recreation Assistant	Before April	2-4 hours
Personal Presentation	Recreation Assistant	Before April	2 hours/group

C. HOW TO TRAIN:

METHOD	DATE	TIME NEEDED
Volunteers for Outdoor Washington-VOW (Trail maintenance training subcommittee)	As scheduled	None
On-the-job	1st day on job	2-4 hours

D. TYPE OF SUPERVISION: One-on-One as needed.

E. JOB STANDARDS AND REQUIREMENTS: Ability to use hand tools such as shovel, pulaski, and Mcloed.
Enjoy hiking and backpacking.
Interest in trail management and willingness to learn trail maintenance skills.

F. INFORMATION TO SEND TO VOLUNTEER: Forest Recreation Map
Job Description

VOLUNTEER PROJECT INFORMATION
Olympic National Forest

A. PROJECT: Adopt-A-Trail

B. ADMINISTRATIVE UNIT: Quinault Ranger District, Quinault, WA.

C. PROJECT DESCRIPTION: Volunteers will perform routine trail maintenance work throughout the recreation season. Job will consist of clearing all debris from the trail tread, cleaning and repairing drainage structures such as culverts, water dips and water bars, brushing overhanging vegetation back from trail, cutting small trees laying across the trail and remove all litter along the trail. Volunteer is responsible for trail maintenance throughout the recreation season.

D. PROJECT LOCATION: Over 18 miles of trail available for adoption. Trails are located in the Quinault and Humptulips drainages in the central portion of the Quinault Ranger District.

E. SEASON & DURATION: Summer, June 15 - August 31.

F. SKILLS NEEDED: Ability to use hand tools such as shovel, pulaski, loppers, pruning sheers and Mcloed hoe/rake. Experience with chain saw is beneficial.

G. VOLUNTEER PROVIDES: 1. Transportation to and from the work site, and 2. personal clothing and food.

H. FOREST SERVICE PROVIDES: 1. Training involving safety, use of tools and trail maintenance techniques, 2. supervision, and 3. all tools and materials necessary to complete the job.

I. KEY BENEFITS TO VOLUNTEER: 1. Work out-of-doors, 2. complete work that might not otherwise get done, 3. assist F.S. with managing a recreation resource, 4. constructive way to utilize free time, and 5. provide service to the Nation.

J. FOREST SERVICE CONTACT: Jeff Amoss or Pete Erben
Quinault Ranger District
Quinault, WA 98575
(206) 288-2525

VOLUNTEER PROJECT ADMINISTRATION

A. POTENTIAL VOLUNTEERS:

1. Organizational:
   a. The Mountaineers
   b. Peninsula Wilderness Club
   c. Pacific Northwest Trail Assoc.
   d. High Country Horsemen
   e. Boy Scouts of America
   f. Sierra Club
   g. Washington Trail & Pleasure Director
   h. Northwest Motorcycle Assoc.
   i. National Backpackers Assoc.

2. Individuals:
   Refer to District file for previous volunteers who want to return.

B. WHEN & HOW TO RECRUIT:

METHOD	WHO	DATE	TIME NEEDED
Letter	Recreation Assistant	Before April	2-4 hours
Personal Presentation	Recreation Assistant	Before April	2 hours/group

C. HOW TO TRAIN:

METHOD	DATE	TIME NEEDED
Volunteers for Outdoor Washington-VOW (Trail maintenance training subcommittee)	As scheduled	None
On-the-job	1st day on job	2-4 hours

D. TYPE OF SUPERVISION: One-on-One as needed.

E. JOB STANDARDS AND REQUIREMENTS: Ability to use hand tools such as shovel, pulaski, and Mcloed.
Enjoy hiking and backpacking.
Interest in trail management and willingness to learn trail maintenance skills.

F. INFORMATION TO SEND TO VOLUNTEER: Forest Recreation Map
Job Description

VOLUNTEER PROJECT INFORMATION
Olympic National Forest

A. PROJECT: Adopt-A-Trail Shelter

B. ADMINISTRATIVE UNIT: Quinault Ranger District, Quinault, WA.

C. PROJECT DESCRIPTION: Volunteers will be responsible for performing general maintenance of trail shelter(s). Maintenance work will generally consist of repairing siding and roof and keeping the area and structure safe for public use and free from litter.

D. PROJECT LOCATION: Mulkey Shelter on Colonel Bob Trail #851 on the west side of Quinault Ridge and West Fork Shelter on the Lower Pete's Creek Trail #858.1 on the West Fork Humptulips River.

E. SEASON & DURATION: Summer, June 15 - August 31.

F. SKILLS NEEDED: Carpentry and roofing skills are important. Hiking and backpacking experience helpful.

G. VOLUNTEER PROVIDES: 1. Transportation to and from the work site, and 2. personal clothing and food.

H. FOREST SERVICE PROVIDES: 1. Training involving safety, use of tools and shelter maintenance techniques, 2. Supervision, and 3. all tools and materials necessary to complete the job.

I. KEY BENEFITS TO VOLUNTEER: 1. Work out-of-doors, 2. complete work that might not otherwise get done, 3. assist Forest Service in protecting a recreation facility, 4. constructive way to utilize free time, and 5. provide service to the Nation.

J. FOREST SERVICE CONTACT: Jeff Amoss or Pete Erben
Quinault Ranger District
Quinault, WA 98575
(206) 288-2525

VOLUNTEER PROJECT ADMINISTRATION

A. POTENTIAL VOLUNTEERS:

1. Organizational:
   a. The Mountaineers
   b. Pacific Northwest Trail Assoc.
   c. Boy Scouts of America
   d. Friends of the Olympic Shelters

2. Individuals:
   Refer to District file for previous volunteers who want to return.

B. WHEN & HOW TO RECRUIT:

METHOD	WHO	DATE	TIME NEEDED
Letter	Recreation Assistant	Before April	2 hours

C. HOW TO TRAIN:

METHOD	DATE	TIME NEEDED
On-the-job	Beginning of project	2-4 hours

D. TYPE OF SUPERVISION:

E. JOB STANDARDS AND REQUIREMENTS: Basic carpentry skills
Enjoy working out-of-doors

F. INFORMATION TO SEND TO VOLUNTEER: Forest Recreation Map
Job Description

VOLUNTEER PROJECT INFORMATION
Olympic National Forest

A. PROJECT: Interpreter/Naturalist

B. ADMINISTRATIVE UNIT: Quinault Ranger District, Quinault, WA.

C. PROJECT DESCRIPTION: Lead guided nature walks in the Rain Forest, assist in updating and/or development of interpretative slide programs and displays at campgrounds and information office, present evening campfire programs at Falls Creek Campground and the Lake Quinault Lodge, and review and make recommendations for updating Rain Forest sign plan and brochure.

D. PROJECT LOCATION: Quinault Ranger Station, located on Lake Quinault, 45 miles north of Aberdeen, Washington, via U.S. Highway 101. Special on-site attractions include the Quinault Rain Forest, Lake Quinault, and Olympic National Park.

E. SEASON & DURATION: June 15 - September 1 - opportunities could also be developed for a spring or fall program.

F. SKILLS NEEDED: Friendly, outgoing person able to communicate easily with people. Interest in outdoor recreation and interpretation - preferably with a background in these areas. Optional skills: photography, graphics, hiking.

G. VOLUNTEER PROVIDES: Travel to and from site, food, other living expenses.

H. FOREST SERVICE PROVIDES: Bunkhouse accommodations, orientation and training, supervision.

I. KEY BENEFITS TO VOLUNTEER: Possible internship/field experience for interpretive specialist, chance to meet people, opportunity to assist Forest Service in VIS and interpretive programs in Rain Forest setting.

J. FOREST SERVICE CONTACT: Jeff Amoss or Pete Erben
Quinault Ranger District
Quinault, WA 98575
(206) 288-2525

VOLUNTEER PROJECT ADMINISTRATION

A. POTENTIAL VOLUNTEERS:

1. Organizational:
   a. University of Washington
   b. University of Idaho

2. Individuals:
   Refer to District file for previous volunteers who want to return.

B. WHEN & HOW TO RECRUIT:

METHOD	WHO	DATE	TIME NEEDED
Letter w/poster	ORA	Before April	2 hours

C. HOW TO TRAIN:

METHOD	DATE	TIME NEEDED
Pre-job Orientation Review VIS Plan, Composite Plan, Appropriate literature and HOST slide program	1st day on job	4 hours
On-the-job	On-going	On-going

D. TYPE OF SUPERVISION: One-on-one with ORA and Recreation Technician

E. JOB STANDARDS AND REQUIREMENTS: College background in resource management and interpretation. Enjoy working out-of-doors and working with other people.

F. INFORMATION TO SEND TO VOLUNTEER:
Forest Recreation Map
Shades of Green Brochure
Quinault Valley Brochure
Job Description

VOLUNTEER PROJECT INFORMATION
Olympic National Forest

A. PROJECT: Aquatic System Inventory (Stream Survey)

B. ADMINISTRATIVE UNIT: Quinault Ranger District, Quinault, WA.

C. PROJECT DESCRIPTION: As a member of stream survey team, evaluate and record various elements of the stream environment. Inventory is done by walking stream reaches. Channel stability, riparian zone structure and composition, anadromous, resident (spawning, rearing), and supportive habitat are components of the survey.

D. PROJECT LOCATION: Along various streams and rivers on the Quinault District.

E. SEASON & DURATION: June - October. Beginning and ending dates are flexible. Minimum stay of 3 months.

F. SKILLS NEEDED: Interest in aquatic biology; some background in fisheries, hydrology, riparian ecology, or other natural sciences.

G. VOLUNTEER PROVIDES: 1. Field clothes, food, transportation to and from Ranger Station, 2. surveyors or fishing vest, and 3. hip boots and pack.

H. FOREST SERVICE PROVIDES: 1. Transportation to and from field locations, 2. 3. training and supervision, 3. possibly living quarters at guard station, and 4. possibly reimbursement for incidental expenses.

I. KEY BENEFITS TO VOLUNTEER: Training, education and experience in the field of fisheries, hydrology, and riparian ecology. It is possible to coordinate an internship-type agreement with on-going education and make schedule flexible to accommodate this.

J. FOREST SERVICE CONTACT: John Casson
Quinault Ranger District
Quinault, WA 98575
(206) 288-2525

VOLUNTEER PROJECT ADMINISTRATION

A. POTENTIAL VOLUNTEERS:

1. Organizational:
   a. University of Washington
   b. Grays Harbor College
   c. Evergreen State College
   d. St. Martins College
   e. NW Steelhead and Salmon Council

2. Individuals:
   Refer to District file for previous volunteers who want to return.

B. WHEN & HOW TO RECRUIT:

METHOD	WHO	DATE	TIME NEEDED
Letter	Biologist	Before April	3 hours

C. HOW TO TRAIN:

METHOD	DATE	TIME NEEDED
Pre-job Orientation	1st day on job	2-4 hours
On-the-job	On-going	On-going

D. TYPE OF SUPERVISION: One-on-one with Biologist Technician

E. JOB STANDARDS AND REQUIREMENTS: College background in Fisheries, Hydrology and/or Aquatic Studies and Sciences.
Interested in Aquatic Biology.
Willingness to coordinate and work as a team member.

F. INFORMATION TO SEND TO VOLUNTEER: Stream Survey Information.
Introductory literature on fisheries, hydrology and riparian habitat.
Job Description.

VOLUNTEER PROJECT INFORMATION
Olympic National Forest

A. PROJECT: Spotted Owl Survey

B. ADMINISTRATIVE UNIT: Quinault Ranger District, Quinault, WA.

C. PROJECT DESCRIPTION: Assist Forest Service personnel in calling Northern Spotted Owls during evening hours. Daylight hours are used for nest tree verification.

D. PROJECT LOCATION: District-wide.

E. SEASON & DURATION: March 6 to approximately April 15.

F. SKILLS NEEDED: Background in wildlife or ornithology helpful either at scholastic level or hobby.

G. VOLUNTEER PROVIDES: Transportation to Shelton Ranger Station Office in Shelton.

H. FOREST SERVICE PROVIDES: 1. All tools and materials, and 2. living quarters may be available during this time.

I. KEY BENEFITS TO VOLUNTEER: 1. Work with various Forest Service personnel to exchange knowledge and ideas, 2. gain better knowledge of wildlife, and 3. work out-of-doors.

J. FOREST SERVICE CONTACT: District Volunteer Coordinator
Quinault Ranger District
Quinault, WA 98575
(206) 288-2525

VOLUNTEER PROJECT ADMINISTRATION

A. POTENTIAL VOLUNTEERS:

1. Organizational:
   a. University of Washington
   b. Audubon Society

2. Individuals:
   Refer to District file for previous volunteers who want to return.

B. WHEN & HOW TO RECRUIT:

METHOD	WHO	DATE	TIME NEEDED
Letter	Biologist	Before April	2 hours

C. HOW TO TRAIN:

METHOD	DATE	TIME NEEDED
Pre-job Orientation	1st day on job	2-4 hours
On-the-job	On-going	On-going

D. TYPE OF SUPERVISION: One-on-one with District Biologist

E. JOB STANDARDS AND REQUIREMENTS: Background in Wildlife, Forestry or Ornithology. Enjoy working out-of-doors.

F. INFORMATION TO SEND TO VOLUNTEER: Forest Recreation Map
Job Description

VOLUNTEER PROJECT INFORMATION
Olympic National Forest

A. PROJECT: Adopt-A-Plantation

B. ADMINISTRATIVE UNIT: Quinault Ranger District, Quinault, WA.

C. PROJECT DESCRIPTION: Follow a plantation from time it is planted to plantation certification (3 to 5 years). Establish plots of staked trees - visit plots monthly during first growing season and twice yearly until certified. Information gathered will be used to help assess reasons trees/plantations have good or bad survival.

D. PROJECT LOCATION: Throughout District.

E. SEASON & DURATION: April through October for first growing season.

F. SKILLS NEEDED: Map reading. Use of simple tools (ruler, compass, tape measure, etc.).

G. VOLUNTEER PROVIDES: Vehicle to travel in.

H. FOREST SERVICE PROVIDES: Volunteer patch, training, supervision, and equipment needed to take measurements.

I. KEY BENEFITS TO VOLUNTEER: Visit to the forest for a purpose. See a clear-cut grow from a black desert to a fully stocked unit.

J. FOREST SERVICE CONTACT: Chris Zimmer
Quinault Ranger District
Quinault, WA 98575
(206) 288-2525

VOLUNTEER PROJECT ADMINISTRATION

A. POTENTIAL VOLUNTEERS:

1. Organizational:
   a. F.S. Retirees
   b. Local Colleges
   c. Garden Clubs

2. Individuals:
   Refer to District file for previous volunteers who want to return.

B. WHEN & HOW TO RECRUIT:

METHOD	WHO	DATE	TIME NEEDED
Personal letter	District	ASAP	1 day per month for first season
		Dec. of each year	2-3 days per year until certified

C. HOW TO TRAIN:

METHOD	DATE	TIME NEEDED
On-the-job Written instructions (same as used by temporaries)	Upon arrival	4 hours

D. TYPE OF SUPERVISION: One-on-One

E. JOB STANDARDS AND REQUIREMENTS: Meet requirements identified in Volunteer Agreement.

F. INFORMATION TO SEND TO VOLUNTEER: District Fireman's Map
Job Description

VOLUNTEER PROJECT INFORMATION
Olympic National Forest

A. PROJECT: Campground HOST

B. ADMINISTRATIVE UNIT: Shelton Ranger District, Shelton, WA

C. PROJECT DESCRIPTION: Volunteers will camp in their own camping trailer at the HOST camp unit in the campground. HOST duties consist of greeting visitors to the campground, providing them with information concerning recreation opportunities in the area and recreation rules and regulations, minor maintenance work, and inform Forest Service Officer of any illegal activities.

D. PROJECT LOCATION: Coho Campground on Wynoochee Lake

E. SEASON & DURATION: Spring and Summer, June 1 - September 8. Minimum length of stay is 3 weeks.

F. SKILLS NEEDED: Volunteers must be friendly and like meeting people. Knowledge of local recreation opportunities and facilities, and of rules and regulations (F.S. will train).

G. VOLUNTEER PROVIDES: 1. Transportation to and from campground, 2. camping trailer, and 3. personal clothing and food.

H. FOREST SERVICE PROVIDES: 1. Training, 2. camp site for trailer, 3. all tools and supplies to carry out work assignments, and 4. campground HOST windbreaker jacket with name tag.

I. KEY BENEFITS TO VOLUNTEER: 1. Work out-of-doors, 2. constructive way to utilize free time, 3. assist Forest Service with managing a recreation facility, and 4. meet new people.

J. FOREST SERVICE CONTACT: Wayne Kittredge or Jay Webster
Shelton Ranger District
2904 Olympic Highway N.
Shelton, WA 98584
(206) 426-8265

VOLUNTEER PROJECT ADMINISTRATION

A. POTENTIAL VOLUNTEERS:

1. Organizational:
   a. Good Sam Club

2. Individuals:
   Refer to District file for previous volunteers who want to return.

B. WHEN & HOW TO RECRUIT:

METHOD	WHO	DATE	TIME NEEDED
Letter or phone	Recreation Assistant	Before February	2 hours

C. HOW TO TRAIN:

METHOD	DATE	TIME NEEDED
Pre-Job Orientation Review Campground HOST Notebook and HOST Slide Program.	1st Day on Job	2-4 hours
On-the-Job	On-going	On-going

D. TYPE OF SUPERVISION: One-on-one with Recreation Assistant and Recreation Guard.

E. JOB STANDARDS AND REQUIREMENTS: Enjoy meeting and talking to people.
Basic carpentry, plumbing, gardening skills helpful.
Provide own camping trailer.

F. INFORMATION TO SEND TO VOLUNTEER: Forest Recreation Map
Job Description
Any literature, brochures, etc. pertaining to area.

VOLUNTEER PROJECT INFORMATION
Olympic National Forest

A. PROJECT: General Campground Maintenance

B. ADMINISTRATIVE UNIT: Shelton Ranger District, Shelton, WA.

C. PROJECT DESCRIPTION: Prior to the recreation season volunteers will clean camp units, road, paths, toilets, tables and fireplace to get the site ready for the upcoming recreation season.

D. PROJECT LOCATION: 4 campgrounds available:
Wynoochee Falls on the Wynoochee River
Coho and Chetwoot on Wynoochee Lake, and
Brown Creek on the South Fork Skokomish River.

E. SEASON & DURATION: April - May, approximately 1-2 days per campground depending upon size and number of units.

F. SKILLS NEEDED: Work with hand tools.

G. VOLUNTEER PROVIDES: 1. Transportation to and from campground. and 2. personal clothing and food.

H. FOREST SERVICE PROVIDES: 1. Maintenance training, and 2. all tools and materials to complete the job.

I. KEY BENEFITS TO VOLUNTEER: 1. Work out-of-doors, 2. assist Forest Service with managing a recreation facility, and 3. constructive way to utilize free time.

J. FOREST SERVICE CONTACT: Wayne Kittredge or Jay Webster
Shelton Ranger District
2904 Olympic Highway N.
Shelton, WA 98584
(206) 426-8265

VOLUNTEER PROJECT ADMINISTRATION

A. POTENTIAL VOLUNTEERS:

1. Organizational:
   a. National Campers & Hikers Assoc.
   b. Boy Scouts of America

2. Individuals:
   Refer to District file for previous volunteers who want to return.

B. WHEN & HOW TO RECRUIT:

METHOD	WHO	DATE	TIME NEEDED
Letter	Recreation Assistant	Before April	2 hours

C. HOW TO TRAIN:

METHOD	DATE	TIME NEEDED
On-the-job	1st day on job	2 hours

D. TYPE OF SUPERVISION: One-to-Group

E. JOB STANDARDS AND REQUIREMENTS: Ability to use hand tools
Enjoy working out-of-doors

F. INFORMATION TO SEND TO VOLUNTEER: Forest Recreation Map
Job Description

VOLUNTEER PROJECT INFORMATION
Olympic National Forest

A. PROJECT: Adopt-A-Campground

B. ADMINISTRATIVE UNIT: Shelton Ranger District, Shelton, WA.

C. PROJECT DESCRIPTION: Pick up litter, clean toilets, minor repairs to structures, trimming grass and brush, maintain campground trails, tables and fireplaces.

D. PROJECT LOCATION: 2 campgrounds are available for adoption:
Wynoochee Falls Campground on the Wynoochee River approximately 46 miles north of Montesano;
Brown Creek Campground on the confluence of Brown Creek and the South Fork Skokomish River approximately 18 miles NW of Shelton.

E. SEASON & DURATION: May 15 - September 15, one day/week.

F. SKILLS NEEDED: Friendly, enjoy meeting people, skills with small hand and garden tools.

G. VOLUNTEER PROVIDES: 1. Transportation to and from site, 2. personal clothing, food, and camping equipment.

H. FOREST SERVICE PROVIDES: 1. All tools and materials, and 2. camp site to stay at for duration of project.

I. KEY BENEFITS TO VOLUNTEER: 1. Opportunity to work outside, 2. meet new people, 3. utilize leisure time, and 4. gain knowledge of campground management.

J. FOREST SERVICE CONTACT: Wayne Kittredge
Shelton Ranger District
2904 Olympic Highway N.
Shelton, WA 98584
(206) 426-8265

VOLUNTEER PROJECT ADMINISTRATION

A. POTENTIAL VOLUNTEERS:

1. Organizational:
   a. National Campers & Hikers Assoc.
   b. Boy Scouts of America

2. Individuals:
   Refer to District file for previous volunteers who want to return.

B. WHEN & HOW TO RECRUIT:

METHOD	WHO	DATE	TIME NEEDED
Letter	Recreation Assistant	Before April	2 hours

C. HOW TO TRAIN:

METHOD	DATE	TIME NEEDED
On-the-job	1st day on job	2 hours

D. TYPE OF SUPERVISION: One-to-Group

E. JOB STANDARDS AND REQUIREMENTS: Ability to use hand tools
Enjoy working out-of-doors

F. INFORMATION TO SEND TO VOLUNTEER: Forest Recreation Map
Job Description

VOLUNTEER PROJECT INFORMATION
Olympic National Forest

A. PROJECT: Trail Maintenance

B. ADMINISTRATIVE UNIT: Shelton Ranger District, Shelton, WA.

C. PROJECT DESCRIPTION: Volunteers will perform routine trail maintenance work. Job will entail clearing all debris off the trail, cleaning and repairing drainage structures such as culverts, water dips, and water bars, brushing overhanging vegetation back from trail, cutting small trees laying across the trail and remove all litter along the trail.

D. PROJECT LOCATION: Over 30 miles of trail need annual maintenance. Trails are located throughout the District including the Wynoochee and South Fork Skokomish drainages.

E. SEASON & DURATION: Late spring - early summer, June 1 - July 15.

F. SKILLS NEEDED: Ability to use hand tools such as shovel, pulaski, loppers, pruning sheers and Mcloed hoe/rake. Experience with chain saw is preferred.

G. VOLUNTEER PROVIDES: 1. Transportation to and from the Ranger Station, 2. personal clothing, food and equipment for camping in the backcountry.

H. FOREST SERVICE PROVIDES: 1. Training involving safety, use of tools and trail maintenance techniques, 2. supervision, and 3. all tools and materials to complete the job, 4. transportation to project, and 5. bunkhouse when not camping out.

I. KEY BENEFITS TO VOLUNTEER: 1. Work out-of-doors, 2. assist Forest Service with managing a recreation resource, 3. constructive way to utilize free time, and 5. provide service to the Nation.

J. FOREST SERVICE CONTACT: Wayne Kittredge or Jay Webster
Shelton Ranger District
2904 Olympic Highway N.
Shelton, WA 98584
(206) 426-8265

VOLUNTEER PROJECT ADMINISTRATION

A. POTENTIAL VOLUNTEERS:

1. Organizational:
   a. The Mountaineers
   b. Peninsula Wilderness Club
   c. Pacific Northwest Trail Assoc.
   d. High Country Horsemen
   e. Boy Scouts of America
   f. Sierra Club
   g. Washington Trail & Pleasure Director
   h. Northwest Motorcycle Assoc.
   i. National Backpackers Assoc.

2. Individuals:
   Refer to District file for previous volunteers who want to return.

B. WHEN & HOW TO RECRUIT:

METHOD	WHO	DATE	TIME NEEDED
Letter	Recreation Assistant	Before April	2-4 hours
Personal Presentation	Recreation Assistant	Before April	2 hours/group

C. HOW TO TRAIN:

METHOD	DATE	TIME NEEDED
Volunteers for Outdoor Washington-VOW (Trail maintenance training subcommittee)	As scheduled	None
On-the-job	1st day on job	2-4 hours

D. TYPE OF SUPERVISION: One-on-One as needed.

E. JOB STANDARDS AND REQUIREMENTS: Ability to use hand tools such as shovel, pulaski, and Mcloed.
Enjoy hiking and backpacking.
Interest in trail management and willingness to learn trail maintenance skills.

F. INFORMATION TO SEND TO VOLUNTEER: Forest Recreation Map
Job Description

VOLUNTEER PROJECT INFORMATION
Olympic National Forest

A. PROJECT: Adopt-A-Trail

B. ADMINISTRATIVE UNIT: Shelton Ranger District, Shelton, WA.

C. PROJECT DESCRIPTION: Volunteers will perform routine trail maintenance work throughout the recreation season. Job will consist of clearing all debris from the trail tread, cleaning and repairing drainage structures such as culverts, water dips and water bars, brushing overhanging vegetation back from trail, cutting small trees laying across the trail and remove all litter along the trail. Volunteer is responsible for trail maintenance throughout the recreation season.

D. PROJECT LOCATION: Over 30 miles of trail available for adoption. Trails are located throughout the Shelton District including the Wynoochee and South Fork Skokomish drainages.

E. SEASON & DURATION: Summer, June 15 - August 31.

F. SKILLS NEEDED: Ability to use hand tools such as shovel, pulaski, loppers, pruning sheers and Mcloed hoe/rake. Experience with chain saw is beneficial.

G. VOLUNTEER PROVIDES: 1. Transportation to and from the work site, and 2. personal clothing and food.

H. FOREST SERVICE PROVIDES: 1. Training involving safety, use of tools and trail maintenance techniques, 2. supervision, and 3. all tools and materials necessary to complete the job.

I. KEY BENEFITS TO VOLUNTEER: 1. Work out-of-doors, 2. complete work that might not otherwise get done, 3. assist F.S. with managing a recreation resource, 4. constructive way to utilize free time, and 5. provide service to the Nation.

J. FOREST SERVICE CONTACT: Wayne Kittredge or Jay Webster
Shelton Ranger District
2904 Olympic Highway N.
Shelton, WA 98584
(206) 426-8265

VOLUNTEER PROJECT ADMINISTRATION

A. POTENTIAL VOLUNTEERS:

1. Organizational:
   a. The Mountaineers
   b. Peninsula Wilderness Club
   c. Pacific Northwest Trail Assoc.
   d. High Country Horsemen
   e. Boy Scouts of America
   f. Sierra Club
   g. Washington Trail & Pleasure Director
   h. Northwest Motorcycle Assoc.
   i. National Backpackers Assoc.

2. Individuals:
   Refer to District file for previous volunteers who want to return.

B. WHEN & HOW TO RECRUIT:

METHOD	WHO	DATE	TIME NEEDED
Letter	Recreation Assistant	Before April	2-4 hours
Personal Presentation	Recreation Assistant	Before April	2 hours/group

C. HOW TO TRAIN:

METHOD	DATE	TIME NEEDED
Volunteers for Outdoor Washington-VOW (Trail maintenance training subcommittee)	As scheduled	None
On-the-job	1st day on job	2-4 hours

D. TYPE OF SUPERVISION: One-on-One as needed.

E. JOB STANDARDS AND REQUIREMENTS: Ability to use hand tools such as shovel, pulaski, and Mcloed.
Enjoy hiking and backpacking.
Interest in trail management and willingness to learn trail maintenance skills.

F. INFORMATION TO SEND TO VOLUNTEER: Forest Recreation Map
Job Description

VOLUNTEER PROJECT INFORMATION
Olympic National Forest

A. PROJECT: General Recreation Administration

B. ADMINISTRATIVE UNIT: Shelton Ranger District, Shelton, WA.

C. PROJECT DESCRIPTION: Assist District Recreation Technician in administering developed and dispersed recreation sites. Dates may include minor construction/reconstruction of facilities such as traffic barriers, picnic tables, fire rings, etc. Pick up litter.

D. PROJECT LOCATION: At various campgrounds and dispersed recreation areas throughout the Shelton District.

E. SEASON & DURATION: May 15 - September 15. Two to five days a week.

SKILLS NEEDED: Volunteer must be able to lift heavy objects, negotiate difficult terrain on foot and have basic knowledge of hand tools.

G. VOLUNTEER PROVIDES: Transportation to Shelton Ranger Station.

H. FOREST SERVICE PROVIDES: All materials and supplies.

I. KEY BENEFITS TO VOLUNTEER: 1. Gain working knowledge of Forest Service recreation administration, 2. meet new people, and 3. work out-of-doors.

J. FOREST SERVICE CONTACT: Jay Webster
Shelton Ranger District
2904 Olympic Highway N.
Shelton, WA 98584
(206) 426-8265

VOLUNTEER PROJECT ADMINISTRATION

A. POTENTIAL VOLUNTEERS:

1. Organizational:
   a. University of Washington
   b. Local High Schools

2. Individuals:
   Refer to District file for previous volunteers who want to return.

B. WHEN & HOW TO RECRUIT:

METHOD	WHO	DATE	TIME NEEDED
Letter	Recreation Assistant	Before April	2 hours

C. HOW TO TRAIN:

METHOD	DATE	TIME NEEDED
Pre-job Orientation Review 2300 manual, Coho Mgmt. Plan and HOST Slide Program.	1st Day on Job	2-4 hours
On-the-Job	On-going	On-going

D. TYPE OF SUPERVISION: One-on-one with Recrecation Assistant

E. JOB STANDARDS AND REQUIREMENTS: Background in Recreation Management helpful. Enjoy working out-of-doors.

F. INFORMATION TO SEND TO VOLUNTEER: Forest Recreation Map
Job Description

VOLUNTEER PROJECT INFORMATION
Olympic National Forest

A. PROJECT: Aquatic System Inventory (Stream Survey)

B. ADMINISTRATIVE UNIT: Shelton Ranger District, Shelton, WA.

C. PROJECT DESCRIPTION: As a member of stream survey team, evaluate and record various elements of the stream environment. Inventory is done by walking stream reaches. Channel stability, riparian zone structure and composition, anadromous, resident (spawning, rearing), and supportive habitat are components of the survey.

D. PROJECT LOCATION: Along various streams and rivers on the Shelton District.

E. SEASON & DURATION: June - October. Beginning and ending dates are flexible. Minimum stay of 3 months.

F. SKILLS NEEDED: Interest in aquatic biology; some background in fisheries, hydrology, riparian ecology, or other natural sciences.

G. VOLUNTEER PROVIDES: 1. Field clothes, food, transportation to and from Ranger Station, 2. surveyors or fishing vest, and 3. hip boots and pack.

H. FOREST SERVICE PROVIDES: 1. Transportation to and from field locations, 2. training and supervision, 3. possibly living quarters at guard station, and 4. possibly reimbursement for incidental expenses.

I. KEY BENEFITS TO VOLUNTEER: Training, education and experience in the field of fisheries, hydrology, and riparian ecology. It is possible to coordinate an internship-type agreement with on-going education and make schedule flexible to accommodate this.

J. FOREST SERVICE CONTACT: Deborah Lindley
Shelton Ranger District
2904 Olympic Highway N.
Shelton, WA 98584
(206) 426-8265

VOLUNTEER PROJECT ADMINISTRATION

A. POTENTIAL VOLUNTEERS:

1. Organizational:
   a. University of Washington
   b. Grays Harbor College
   c. Evergreen State College
   d. St. Martins College
   e. NW Steelhead and Salmon Council

2. Individuals:
   Refer to District file for previous volunteers who want to return.

B. WHEN & HOW TO RECRUIT:

METHOD	WHO	DATE	TIME NEEDED
Letter	Biologist	Before April	3 hours

C. HOW TO TRAIN:

METHOD	DATE	TIME NEEDED
Pre-job Orientation	1st day on job	2-4 hours
On-the-job	On-going	On-going

D. TYPE OF SUPERVISION: One-on-one with Biologist Technician

E. JOB STANDARDS AND REQUIREMENTS: College background in Fisheries, Hydrology and/or Aquatic Studies and Sciences.
Interested in Aquatic Biology.
Willingness to coordinate and work as a team member.

F. INFORMATION TO SEND TO VOLUNTEER: Stream Survey Information.
Introductory literature on fisheries, hydrology and riparian habitat.
Job Description.

VOLUNTEER PROJECT INFORMATION
Olympic National Forest

A. PROJECT: Fisheries Habitat and Water Quality Monitoring Assistant

B. ADMINISTRATIVE UNIT: Shelton Ranger District, Shelton, WA.

C. PROJECT DESCRIPTION: Assist Biological Technician in collection of field data, periodic maintenance of instruments and equipment, laboratory analysis of water samples, and special projects such as fish habitat profiles and photography.

D. PROJECT LOCATION: Shelton Ranger Station. Field work is carried out on the Shelton District.

E. SEASON & DURATION: June - October. Beginning and ending dates are flexible. Minimum stay of 8 weeks (negotiable).

F. SKILLS NEEDED: Interest in aquatic monitoring; some background in fisheries, hydrology, riparian ecology, or other natural sciences; familiarity with general laboratory procedures.

G. VOLUNTEER PROVIDES: Field clothes, food, transportation to and from Ranger Station.

H. FOREST SERVICE PROVIDES: Transportation to and from field locations, hip boots and pack, training and supervision, possibly living quarters at guard station and possibly reimbursement for incidental expenses.

I. KEY BENEFITS TO VOLUNTEER: Training, education, and experience in the field of fisheries, hydrology, and riparian ecology; opportunity to participate in interesting and innovative projects. It is possible to coordinate an internship-type agreement with on-going eduction and make daily hours flexible to accommodate this.

J. FOREST SERVICE CONTACT: Deborah Lindley
Shelton Ranger District
2904 Olympic Highway N.
Shelton, WA 98584
(206) 426-8265

VOLUNTEER PROJECT ADMINISTRATION

A. POTENTIAL VOLUNTEERS:

1. Organizational:
   a. University of Washington
   b. Grays Harbor College
   c. Evergreen State College
   d. St. Martins College
   e. NW Steelhead and Salmon Council

2. Individuals:
   Refer to District file for previous volunteers who want to return.

B. WHEN & HOW TO RECRUIT:

METHOD	WHO	DATE	TIME NEEDED
Letter	Biologist	Before April	3 hours

C. HOW TO TRAIN:

METHOD	DATE	TIME NEEDED
Pre-job Orientation	1st day on job	2-4 hours
On-the-job	On-going	On-going

D. TYPE OF SUPERVISION: One-on-one with Biologist Technician

E. JOB STANDARDS AND REQUIREMENTS: College background in Fisheries, Hydrology and/or Aquatic Studies and Sciences.
Interested in Aquatic Biology.
Willingness to coordinate and work as a team member.

F. INFORMATION TO SEND TO VOLUNTEER: Stream Survey Information.
Introductory literature on fisheries, hydrology and riparian habitat.
Job Description.

VOLUNTEER PROJECT INFORMATION
Olympic National Forest

A. PROJECT: Spotted Owl Survey

B. ADMINISTRATIVE UNIT: Shelton Ranger District, Shelton, WA.

C. PROJECT DESCRIPTION: Assist Forest Service personnel in calling Northern Spotted Owls during evening hours. Daylight hours are used for nest tree verification.

D. PROJECT LOCATION: District-wide.

E. SEASON & DURATION: March 6 to approximately April 15.

F. SKILLS NEEDED: Background in wildlife or ornithology helpful either at scholastic level or hobby.

G. VOLUNTEER PROVIDES: Transportation to Shelton Ranger Station Office in Shelton.

H. FOREST SERVICE PROVIDES: 1. All tools and materials, and 2. living quarters may be available during this time.

I. KEY BENEFITS TO VOLUNTEER: 1. Work with various Forest Service personnel to exchange knowledge and ideas, 2. gain better knowledge of wildlife, and 3. work out-of-doors.

J. FOREST SERVICE CONTACT: District Volunteer Coordinator
Shelton Ranger District
2904 Olympic Highway N.
Shelton, WA 98584
(206) 426-8265

VOLUNTEER PROJECT ADMINISTRATION

A. POTENTIAL VOLUNTEERS.

1. Organizational:
   a. University of Washington
   b. Audubon Society

2. Individuals:
   Refer to District file for previous volunteers who want to return.

B. WHEN & HOW TO RECRUIT:

METHOD	WHO	DATE	TIME NEEDED
Letter	Biologist	Before April	2 hours

C. HOW TO TRAIN:

METHOD	DATE	TIME NEEDED
Pre-job Orientation	1st day on job	2-4 hours
On-the-job	On-going	On-going

D. TYPE OF SUPERVISION: One-on-one with District Biologist

E. JOB STANDARDS AND REQUIREMENTS: Background in Wildlife, Forestry or Ornithology. Enjoy working out-of-doors.

F. INFORMATION TO SEND TO VOLUNTEER: Forest Recreation Map
Job Description

VOLUNTEER PROJECT INFORMATION
Olympic National Forest

A. PROJECT: Wildlife Habitat Surveys

B. ADMINISTRATIVE UNIT: Shelton Ranger District, Shelton, WA.

C. PROJECT DESCRIPTION: Conduct field surveys as directed by Wildlife Biologist to assess habitat for existing and potential wildlife. Some office work.

D. PROJECT LOCATION: Shelton Ranger District.

E. SEASON & DURATION: June 15 - September 15.

F. SKILLS NEEDED: Background in wildlife management or biology. Ability to work unsupervised. Ability to negotiate rough terrain on foot. Map and compass skills.

G. VOLUNTEER PROVIDES: 1. Transportation to and from job site, and 2. personal clothing and food.

H. FOREST SERVICE PROVIDES: All materials and supplies to accomplish job.

I. KEY BENEFITS TO VOLUNTEER: 1. Work with F.S. Biologists and 2. gain new skills.

J. FOREST SERVICE CONTACT: Frances Sakaguchi
Shelton Ranger District
2904 Olympic Highway N.
Shelton, WA 98584
(206) 426-8265

VOLUNTEER PROJECT ADMINISTRATION

A. POTENTIAL VOLUNTEERS:

1. Organizational:
   a. University of Washington

2. Individuals:
   Refer to District file for previous volunteers who want to return.

B. WHEN & HOW TO RECRUIT:

METHOD	WHO	DATE	TIME NEEDED
Letter	Biologist	Winter, before March	1 hour

C. HOW TO TRAIN:

METHOD	DATE	TIME NEEDED
Pre-job Orientation	1st day on job	2-4 hours
On-the-job	On-going	On-going

D. TYPE OF SUPERVISION: One-on-one with Biologist

E. JOB STANDARDS AND REQUIREMENTS: College background in Wildlife Management or Biology.

F. INFORMATION TO SEND TO VOLUNTEER: Job description

VOLUNTEER PROJECT INFORMATION
Olympic National Forest

A. PROJECT: Campground HOST

B. ADMINISTRATIVE UNIT: Soleduck Ranger District, Forks, WA.

C. PROJECT DESCRIPTION: Volunteers will camp in their own camping trailer at the HOST camp unit in the campground. HOST duties consist of greeting visitors to the campground, providing them with information concerning recreation opportunities in the area and recreation rules and regulations, minor maintenance work, and inform Forest Service Officer of any illegal activities.

D. PROJECT LOCATION: Klahowya Campground on the Soleduck River off Highway 101

E. SEASON & DURATION: Spring and Summer, June 1 - September 8. Minimum length of stay is 3 weeks.

F. SKILLS NEEDED: Volunteers must be friendly and like meeting people. Knowledge of local recreation opportunities and facilities, and of rules and regulations (F.S. will train).

G. VOLUNTEER PROVIDES: 1. Transportation to and from campground, 2. camping trailer, and 3. personal clothing and food.

H. FOREST SERVICE PROVIDES: 1. Training, 2. camp site for trailer, 3. all tools and supplies to carry out work assignments, and 4. campground HOST windbreaker jacket with name tag.

I. KEY BENEFITS TO VOLUNTEER: 1. Work out-of-doors, 2. constructive way to utilize free time, 3. assist Forest Service with managing a recreation facility, and 4. meet new people.

J. FOREST SERVICE CONTACT: Sue Kocis
Soleduck Ranger District
Star Route 1, Box 5750
Forks, WA 98331
(206) 374-6522

VOLUNTEER PROJECT ADMINISTRATION

A. POTENTIAL VOLUNTEERS:

1. Organizational:
   a. Good Sam Club

2. Individuals:
   Refer to District file for previous volunteers who want to return.

B. WHEN & HOW TO RECRUIT:

METHOD	WHO	DATE	TIME NEEDED
Letter or phone	Recreation Assistant	Before February	2 hours

C. HOW TO TRAIN:

METHOD	DATE	TIME NEEDED
Pre-Job Orientation Review Campground HOST Notebook and HOST Slide Program.	1st Day on Job	2-4 hours
On-the-Job	On-going	On-going

D. TYPE OF SUPERVISION: One-on-one with Recreation Assistant and Recreation Guard.

E. JOB STANDARDS AND REQUIREMENTS: Enjoy meeting and talking to people.
Basic carpentry, plumbing, gardening skills helpful.
Provide own camping trailer.

F. INFORMATION TO SEND TO VOLUNTEER: Forest Recreation Map
Job Description
Any literature, brochures, etc. pertaining to area.

VOLUNTEER PROJECT INFORMATION
Olympic National Forest

A. PROJECT: Aquatic System Inventory (Stream Survey)

B. ADMINISTRATIVE UNIT: Soleduck Ranger District, Forks, WA.

C. PROJECT DESCRIPTION: As a member of stream survey team, evaluate and record various elements of the stream environment. Inventory is done by walking stream reaches. Channel stability, riparian zone structure and composition, anadromous, resident (spawning, rearing), and supportive habitat are components of the survey.

D. PROJECT LOCATION: Along various streams and rivers on the Soleduck District.

E. SEASON & DURATION: June - October. Beginning and ending dates are flexible. Minimum stay of 3 months.

F. SKILLS NEEDED: Interest in aquatic biology; some background in fisheries, hydrology, riparian ecology, or other natural sciences.

G. VOLUNTEER PROVIDES: 1. Field clothes, food, transportation to and from Ranger Station, 2. surveyors or fishing vest, and 3. hip boots and pack.

H. FOREST SERVICE PROVIDES: 1. Transportation to and from field locations, 2. training and supervision, 3. possibly living quarters at guard station, and 4. possibly reimbursement for incidental expenses.

I. KEY BENEFITS TO VOLUNTEER: Training, education and experience in the field of fisheries, hydrology, and riparian ecology. It is possible to coordinate an internship-type agreement with on-going education and make schedule flexible to accommodate this.

J. FOREST SERVICE CONTACT: Rick Larsen
Soleduck Ranger District
Star Route 1, Box 5750
Forks, WA 98331
(206) 765-3368

VOLUNTEER PROJECT ADMINISTRATION

A. POTENTIAL VOLUNTEERS:

1. Organizational:
   a. University of Washington
   b. Grays Harbor College
   c. Evergreen State College
   d. St. Martins College
   e. NW Steelhead and Salmon Council

2. Individuals:
   Refer to District file for previous volunteers who want to return.

B. WHEN & HOW TO RECRUIT:

METHOD	WHO	DATE	TIME NEEDED
Letter	biologist	Before April	3 hours

C. HOW TO TRAIN:

METHOD	DATE	TIME NEEDED
Pre-job Orientation	1st day on job	2-4 hours
On-the-job	On-going	On-going

D. TYPE OF SUPERVISION: One-on-one with Biologist Technician

E. JOB STANDARDS AND REQUIREMENTS: College background in Fisheries, Hydrology and/or Aquatic Studies and Sciences.
Interested in Aquatic Biology.
Willingness to coordinate and work as a team member.

F. INFORMATION TO SEND TO VOLUNTEER: Stream Survey Information.
Introductory literature on fisheries, hydrology and riparian habitat.
Job Description.

VOLUNTEER PROJECT INFORMATION
Olympic National Forest

A. PROJECT: Spotted Owl Survey

B. ADMINISTRATIVE UNIT: Soleduck Ranger District, Forks, WA.

C. PROJECT DESCRIPTION: Assist Forest Service personnel in calling Northern Spotted Owls during evening hours. Daylight hours are used for nest tree verification.

D. PROJECT LOCATION: District-wide.

E. SEASON & DURATION: March 6 to approximately April 15.

F. SKILLS NEEDED: Background in wildlife or ornithology helpful either at scholastic level or hobby.

G. VOLUNTEER PROVIDES: Transportation to Shelton Ranger Station Office in Shelton.

H. FOREST SERVICE PROVIDES: 1. All tools and materials, and 2. living quarters may be available during this time.

I. KEY BENEFITS TO VOLUNTEER: 1. Work with various Forest Service personnel to exchange knowledge and ideas, 2. gain better knowledge of wildlife, and 3. work out-of-doors.

J. FOREST SERVICE CONTACT: District Volunteer Coordinator
Soleduck Ranger District
Star Route 1, Box 5750
Forks, WA 98331
(206) 765-3368

VOLUNTEER PROJECT ADMINISTRATION

A. POTENTIAL VOLUNTEERS:

1. Organizational:
   a. University of Washington
   b. Audubon Society

2. Individuals:
   Refer to District file for previous volunteers who want to return.

B. WHEN & HOW TO RECRUIT:

METHOD	WHO	DATE	TIME NEEDED
Letter	Biologist	Before April	2 hours

C. HOW TO TRAIN:

METHOD	DATE	TIME NEEDED
Pre-job Orientation	1st day on job	2-4 hours
On-the-job	On-going	On-going

D. TYPE OF SUPERVISION: One-on-one with District Biologist

E. JOB STANDARDS AND REQUIREMENTS: Background in Wildlife, Forestry or Ornithology. Enjoy working out-of-doors.

F. INFORMATION TO SEND TO VOLUNTEER: Forest Recreation Map
Job Description

VOLUNTEER PROJECT INFORMATION

Olympic National Forest

A. PROJECT: Business Management Assistant

B. ADMINISTRATIVE UNIT: Soleduck Ranger District, Forks, WA.

C. PROJECT DESCRIPTION: During summer months will assist Business Department with answering telephones, and directing calls to proper person, assist in routing incoming and outgoing mail, assist in routine filing and other general office practices.

D. PROJECT LOCATION: Soleduck Ranger District, Business Management Department

E. SEASON & DURATION: January through August. Propose schedule of two days per week, Tuesday and Thursday, 0800 to 1630. (Schedule can be adjusted if necessary to meet needs of department and volunteer.)

F. SKILLS NEEDED: Must have interest in learning office procedures. Must be able to read and write.

G. VOLUNTEER PROVIDES: Time

H. FOREST SERVICE PROVIDES: All equipment and training necessary to complete a job and also benefit volunteer in gaining experience in office skills.

I. KEY BENEFITS TO VOLUNTEER: Gains on-the-job experience in office skills and procedures. This could benefit employee in future employment opportunities.

J. FOREST SERVICE CONTACT: Cheryl L. Caulkins, Business Management Assistant
Soleduck Ranger District
Star Rout 1, Box 5750
Forks, WA 98331
(206) 765-3368

VOLUNTEER PROJECT ADMINISTRATION

A. POTENTIAL VOLUNTEERS:

1. Organizational:
   a. Local High School (Jr. & Sr. Class)

2. Individuals:
   Refer to District file for previous volunteers who want to return.

B. WHEN & HOW TO RECRUIT:

METHOD	WHO	DATE	TIME NEEDED
Personal contact with English teacher of Jr/Sr Class	BMA or Assistant	When needed	1 hour

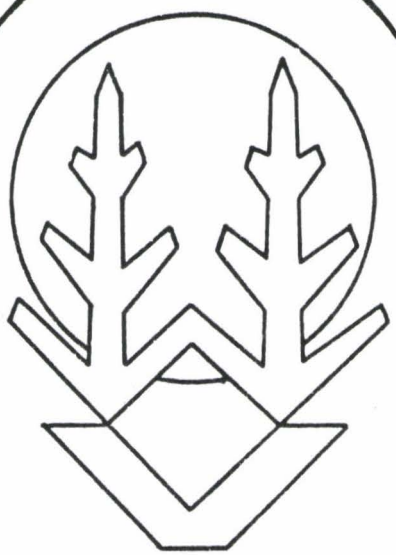
C. HOW TO TRAIN:

METHOD	DATE	TIME NEEDED
Pre-job Orientation	1st day on job	2-4 hours
On-the-job	On-going	On-going

D. TYPE OF SUPERVISION: One-on-one with the Business Management Assistant

E. JOB STANDARDS AND REQUIREMENTS: Volunteer, if under 18, will need parents approval. Volunteer should be willing to work hard and be interested in and willing to learn business management skills.

F. INFORMATION TO SEND TO VOLUNTEER: None.



APPENDIX A

Forms

EXHIBIT I

USDA - FOREST SERVICE

AGREEMENT FOR INDIVIDUAL VOLUNTARY SERVICES

(Act of May 18, 1972, P. L. 92-300)

NAME (Print - Last, first, middle initial)

ADDRESS (Street, city, State, Zip Code)

1. Description of work to be performed:

2. All of the above-described work will be noncompensable. Except as otherwise provided, I understand this service will not confer on me the Status of a federal employee.

3. I understand that either the Forest Service or I may cancel this agreement at any time by notifying the other party.

I hereby volunteer my services as described above to assist the Forest Service in its authorized work.

SIGNATURE OF VOLUNTEER — DATE

SIGNATURE OF PARENT OR GUARDIAN, IF UNDER 18 YEARS OF AGE — DATE

ACCEPTANCE FOR THE FOREST SERVICE

The Forest Service agrees while this arrangement is in effect to:

1. Finance your necessary incidental expenses, to the extent funds are available.

2. Consider you as a federal employee for the purpose of tort claims and compensation for work injuries.

3. Authorize you to operate federal motor vehicles when necessary; provided you qualify for and are issued a U. S. Government Operator's Identification Card.

SIGNATURE	TITLE	UNIT	DATE

TERMINATION OF AGREEMENT

Agreement Terminated on _____ (MONTH, DAY, YEAR) _____ (SIGNATURE OF FOREST SERVICE OFFICER)

Age/Sex: -20: M____,F____; 20-54: M____,F____; 55+: M____,F____.

Race/Sex: W: M___,F___; B: M___,F___; H: M___,F___; I: M___,F___; A: M___,F___.

Appraised Value: _____.

# of Volunteers: _____; Project Hours: _____; Total Hours: _____

GPO 863-576 (Use backside for comments) 1800.7 (7/73)

USDA • FOREST SERVICE

AGREEMENT FOR SPONSORED VOLUNTARY SERVICES

(Act of May 18, 1972, P. L. 92-300)

EXHIBIT 2

NAME OF SPONSOR/ORGANIZATION *(Print)*

ADDRESS *(Street, city, state, Zip code)*

We desire to make available the volunteer services of the following person(s) to assist with Forest Service work:

(If more space is needed, use reverse)

1. Description of work to be performed:

2. The above-described work will be contributed to the Forest Service. Except as provided below, the work performed by the participants will not confer on them or on our employees, or officers the status of federal employees.

3. We will provide the Forest Service with a listing of participants and man-hours or man-days contributed to accomplish the work in item 1 above.

4. We will obtain parental or guardian consent for each individual under 18 years of age and will comply with child labor laws.

5. _____ is hereby designated to serve as our liaison with the Forest Service in day-to-day operations under this agreement.

6. We understand that either the Forest Service, or we, may cancel this agreement at any time by notifying the other party.

SIGNATURE	DATE

ACCEPTANCE FOR THE FOREST SERVICE

The Forest Service agrees, while this agreement is in effect, to:

1. Provide such materials, equipment, and facilities as are available and needed in performing the work described above.

2. Finance necessary incidental expenses of sponsored participants to the extent such expenses cannot be borned by the sponsor, and to the extent Forest Service funds are available. The maximum Forest Service funding of such incidental expenses shall be set forth in an accompanying financial plan for each fiscal year or portion of a fiscal year.

3. Consider sponsored participants as federal employees for the purpose of tort claims and compensation for work injuries, to the extent not covered by the sponsor.

4. Authorize sponsored participants to operate federal motor vehicles when necessary; provided the individual qualifies for, and is issued, a U.S. Government Operator's Identification Card.

SIGNATURE	TITLE	UNIT	DATE

TERMINATION OF AGREEMENT

Agreement Terminated on _____ _____

Month, Day, Year — Signature of Forest Service Officer

Age/Sex: -20: M____,F____; 20-54: M____,F____; 55+: M____,F____.

Race/Sex: W: M____,F____; B: M____,F____; H: M____,F____; I: M____,F____; A: M____,F____.

Appraised Value: _____

# of Volunteers: _____ ; Project Hours: _____ Total Hours: _____

GPO 883-877

1800-8 (7/73)

(Use backside for comments)

EXHIBIT 5

USDA - Forest Service

HUMAN RESOURCE PROGRAMS ACCOMPLISHMENT REPORT

(Reference FSM 1800)

Report No. FS-1800-AR

1. Reporting Unit	2. Program or Fiscal Year	3. Program Being Reported
		☐ YACC ☐ YCC ☐ Job Corps (by Center) ☐ *SCSEP ☐ *Volunteers ☐ *Hosted *Narrative required for these programs also see back

A. WORK ACCOMPLISHMENTS - Complete for each Program

Resource Category	MIH Codes *(Ref. FSH 1309.11)*	Appraised Value (Dollars)	Person Years SCSEP & Volunteers & Hosted
1. Recreation	All A		
2. Fish and Wildlife Management	All C		
3. Range Management	All D		
4. Timber Management	All E		
5. Water and Soil	All F and K		
6. Facilities Construction (Off-Center or Camp)	L 24		
7. Facilities Construction (On-Center or Camp)	None		
8. Other Facilities	All other L		
9. Protection	All P		
10. Research			
11. Administration (Defined on back)			
12. All Other (Defined on back)			
13. TOTAL →			

B. AGE DATA

a. SCSEP & VOLUNTEERS & HOSTED PROGRAMS ONLY

	Male	Female	Total	Percent
1. Under 20				
2. 20 - 54				
3. 55 and above				
4. Total Participants				

b. JOB CORPS ONLY

	Male	Female	Total	Percent
1. 16 - 18				
2. 19 - 21				
3. Total Participants				

C. RACIAL/ETHNIC DATA

	Male	Female	Total	Percent
1. White (not Hispanic)				
2. Black (not Hispanic)				
3. Hispanic				
4. American Indian/ or Alaskan Native				
5. Asian or Pacific Islander				
6. Total Participants				

D. OTHER DATA - Defined on back

JOB CORPS & SCSEP & HOSTED PROGRAM ONLY

	Male	Female	Total	
1. Economically Disadvantaged				
2. Handicapped				
3. Placements				

REMARKS

Previous edition is obsolete.

FS-1800-16 (8/82)

INSTRUCTIONS *(Reference FSM 1800)*

A separate form, FS-1800-16, must be submitted to the Washington Office by each Region, Station, and Area for each of the programs listed in block 3. The reports are due November 15.

Some definitions are defined below to clarify items listed on the form.

Block 3 - A narrative is required for the SCSEP, Volunteers, and Hosted Programs. The narrative should contain a summary which highlights the noteworthy accomplishments and significant happenings which occurred during the year. Please submit relevant press clippings and photographs which describe the programs, where appropriate.

PART A - Work Accomplishments, "Appraised Value" column. The appraised value of all work accomplished will be reported for Human Resource Programs. Appraised value of each project is the estimated cost of the project if done by contractor or, if contracting is not practical, the cost of carrying out the project by force account.

Contract costs are calculated by (1) estimating the amount that would be paid to a contractor for comparable work; and (2) adding 15 percent to allow for administrative costs incurred by the Forest Service at all organizational levels to manage and support contract work.

Force account costs are calculated by (1) including all direct project costs such as wages and salaries, materials and supplies, travel, direct supervision and others; and (2) adding 30 percent to allow for administrative costs incurred by the Forest Service at all organizational levels to manage and support force account work.

For a project funded partly by HRP and partly by other funds, only the portion attributable to HRP will be reported as HRP accomplishment. Accomplishment should be credited in proportion to direct project costs. Here is an example:

A timber stand improvement project of 100 acres is completed. Seventy percent of the funds expended on the project, including enrollee salaries, were Human Resource Program funds. Therefore, 70 percent of the total (70 acres) would be reported as HRP accomplishment. The cost of contracting the total 100 acres would have been $10,000. Accordingly, the HRP appraised value would be $8,050 computed as follows:

Estimated direct cost of contracting 100 acres	$10,000
Equivalent cost of 70 acres (70% of $10,000)	7,000
Add 15% for administrative costs (15% of $7,000)	1,050
Total HRP appraised value	$ 8,050

Total HRP accomplishment (acres) . . . . . 70 (acres)

PART A - Work Accomplishments, "Person Years" column. Person Years: Total number of person-hours divided by 1800 equals person years. Include counseling, education, and orientation hours.

PART A - Work Accomplishments, item 11 - Administration. All administrative support work accomplished through Human Resource Programs, i.e., clerical, receptionist, recruitment, information other than VIS, Job Corps-End Use 4, etc.

PART A - Work Accomplishments, item 12 - All Other. All other work accomplished through Human Resource Programs not shown above, i.e., all work for other public organizations, geometronics, search and rescue, emergency work, Job Corps-End Use 3, etc.

PARTS B, C, and D - (Participants) - Count total number of persons enrolled for any length of time during the year.

PART D - Other Data. Definitions to line items 1 and 2 apply to the Job Corps, SCSEP, and Hosted programs.

PART D - Other Data, item 1 - Economically Disadvantaged. For Job Corps and SCSEP, use Department of Labor poverty guidelines. For Hosted Programs, refer to the definition of economically disadvantaged for each specific program.

PART D - Other Data, item 2 - Handicapped. Any person who presently has or had a record of physical or mental impairment which substantially limits major life activities and affects employability.

Physical impairment includes physiological disorders or conditions, cosmetic disfigurement or anatomical loss.

Mental impairment includes mental or psychological disorders such as mental retardation, organic brain syndrome, emotional or mental illness and specific learning disabilities.

Examples of physical or mental impairment include orthopedic, visual, speech, and hearing impairments, cerebral palsy, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, mental retardation, emotional illness, drug addiction and alcoholism.

See Department of Labor regulations contained in 29 CFR Part 32 of October 7, 1980, Federal Register, pages 66709 - 66710.

PART D - Other Data, item 3 - Unsubsidized Placements *(applies to SCSEP & Hosted Programs).* Report the number of persons who have left the program because they have obtained employment in the public or private sector where the employment is not financed by a federally funded employment and training program. For Job Corps, see Management Information Handbook (MIH) code X01 - FSH 1309.11.

GPO 891-39

EXHIBIT 4

USDA - FOREST SERVICE

PROSPECTIVE VOLUNTEER APPLICATION

NAME (PRINT - Last, First, Middle Initial)	DATE OF BIRTH	TELEPHONE NO.

ADDRESS (Street, City, State, Zip Code)

IF UNDER 18 YEARS OF AGE, GIVE NAME OF PARENT OR GUARDIAN	TELEPHONE NO. (Including code)

ADDRESS (Street, City, State, Zip Code)

CIRCLE HIGHEST LEVEL OF EDUCATION COMPLETED:

ELEMENTARY SCHOOL: 1 2 3 4 5 6 7 8 HIGH SCHOOL: 9 10 11 12 COLLEGE: 1 2 3 4 5 6

LIST SPECIAL QUALIFICATIONS IN AGRICULTURE, HORTICULTURE, ENGINEERING, HISTORICAL, ETC., AND ANY SKILLS IN TRADES OR OCCUPATION.

LIST ALL TRAINING RECEIVED, IF ANY, INCLUDING HOURS.

BRIEFLY DESCRIBE PAST AND PRESENT EMPLOYMENT.

LIST INTERESTS AND HOBBIES.

LIST ANY PREVIOUS VOLUNTEER SERVICES, INCLUDING DATES AND/OR COMMENTS.

LIST VOLUNTEER WORK INTERESTS.

SHOW AREA OF AVAILABILITY (National Forest, State, etc.)	DATE OF AVAILABILITY

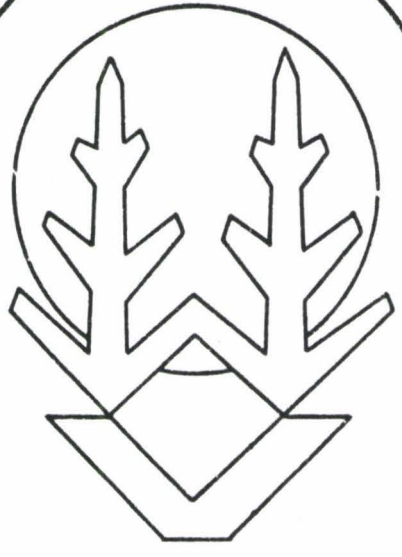
CIRCLE DAY(S) OF WEEK OF AVAILABILITY AND SHOW HOURS.

DAYS:	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
HOURS:	____	____	____	____	____	____	____

SIGNATURE	DATE

Previous Edition is obsolete

FS-1800-17 (1/82)
GPO 886-921



APPENDIX B
Letters

EXHIBIT 1a

OLYMPIC NATIONAL FOREST

P.O. BOX 2288
OLYMPIA, WA 98507

1830

e

e

Dear e:

Thank you for your letter inquiring about the volunteer program on the Olympic National Forest.

The enclosed pages will provide you with important information about our volunteer program. If, after reviewing this information, you feel that you would like to assist the Forest Service in managing the Olympic National Forest as a volunteer please complete the enclosed volunteer application and return to me.

If you have a project in mind that you would like to do, please identify the project on your application. If you do not have a particular project in mind at this time, I'll match one of our volunteer projects with your individual skills, talent and available time.

I appreciate your interest and willingness to donate your time and skills to assist the Forest Service in managing and protecting the resources on the Olympic National Forest.

I look forward to hearing from you.

Sincerely,

R. ROBERT BURNS
Recreation Staff

Enclosures

EXHIBIT 1b

GENERAL VOLUNTEER INFORMATION
Olympic National Forest

WANTED: National Forest Volunteers

In 1972, Congress passed the Volunteers in the National Forest Act. This special legislation enables interested citizens, such as yourself, to assist the Forest Service in managing National Forest lands.

If you enjoy working with and meeting new people and you are concerned about our country's natural resources, the Olympic National Forest can utilize your skills and talents in its volunteer program.

Volunteer Commitment

Past volunteers on the Olympic National Forest have performed to high standards and have placed a big emphasis on meeting project objectives.

The Olympic National Forest will continue to seek out those individuals who are willing to maintain high volunteer work standards and complete their volunteer project.

Volunteer Identity

Some volunteer jobs on the Forest warrant appropriate volunteer identity. For example, our campground HOSTS are issued Forest Service windbreaker jackets with name tag and volunteer patch. Our volunteer backcountry rangers wear a Forest Service field shirt with name tag and volunteer patch.

Accommodations

Many of our volunteers are from the local area and do not require lodging. However, we do have some bunkhouse type lodging available on a limited and first-come, first-serve basis. Our backcountry rangers camp out in the backcountry and, therefore, do not require lodging.

Reimbursement for meals is available on a very limited basis on some of our Ranger Districts.

How to Apply

If you are interested in volunteering your time, skills and talent to assist the Forest Service in managing the Olympic National Forest, please complete and return the attached volunteer application.

If there is a particular volunteer job that you would like to do, see attached list, please identify the job on your application.

Return your application to:

Olympic National Forest
Volunteer Coordinator
P.O. Box 2288
Olympia, WA 98507

ATTN: Ken Eldredge

EXHIBIT 1c

1983 VOLUNTEER PROJECTS
Olympic National Forest

Job/Project	Season	Skills Needed	Duration	Major Responsibilities
Campground HOST	May-September	Friendly, like meeting people	7 days/week Min. 3 weeks	Greet campers, provide information.
Campground Maintenance	April-May	Hand tools	Varies w/size of group. Min. 1-2 days	Cleaning & raking camp units, road, & paths Clean toilets.
Adopt-A-Campground	May-September	Hand tools	On-going, 1-2 visits per week	Keep campground & toilets clean.
Sign Maintenance	May-July (in good weather)	Sanding, patching, & painting	2-3 days per area	Repair & paint F.S. signs.
Trail Maintenance	April-September	Hand tools	2-8 people/project. 3-6 miles/day. Individuals can be assigned to F.S. trail crew.	Repair trail, brush, remove down trees, repair bridges, etc.
Adopt-A-Trail	April-September (on-going)	Hand tools, chain saw	1 visit to trail per 1-2 months.	Repair trail & bridges. Brush & remove down trees.
Backcountry Ranger	June-September	Friendly, like people, like camping and hiking.	1-2 people per area. Min. 2 weeks.	Patrol backcountry camp sites & trails greet hikers, clean up litter.
Backcountry Clean-up & Maintenance	June-September	Like to hike hand tools	1-2 people per area. 1-2 days per area.	Clean up campsites, eliminate fire rings and litter.
Roadside Cleanup & Maintenance	May-September	Driving. Have pickup	1 day per area 1-2 veh. per area	Clean up litter, check signs.
Office Clerk	January-December	Office skills	1-3 days per week, hours vary.	Typing & filing.
Photography	April-September	Photography, have own camera, F.S. provides film & Processing.	1-3 days per project.	Wildlife & recreation photography. Establishing permanent photo points.
Wildlife & Habitat Inventories	April-September	Walking, observing, note taking.	1-2 days per week.	Look for certain types of wildlife/habitat.

over

1983 VOLUNTEER PROJECTS (Continued)

Job/Project	Season	Skills Needed	Duration	Major Responsibilities
Timber Management	May-September	Walking, observing, note taking.	1-3 days per week.	Mark trees, do plot inspection & stand exams.
Fish Habitat Inventory	May-September	Walking, observing, note taking.	1-2 days per week.	Walk streams, verify fish species. Aquadic background helpful.
Research Forest History	Year around	Friendly, like to talk to and meet people.	On-going	Interviewing, compiling & cataloging historical data.

EXHIBIT 2

OLYMPIC NATIONAL FOREST

P.O. BOX 2288
OLYMPIA, WA 98507

1830

e

e

Dear e:

Thank you for your volunteer application.

I have forwarded your application to the e District Ranger. His volunteer coordinator will be contacting you within a few days to discuss a possible project, review the projects' objectives, explain available accommodations, and prepare a volunteer work agreement with you.

Volunteers, such as yourself, are now playing an important role in assisting the Forest Service with the management of our national forests.

I appreciate your interest and willingness to donate your time and skills to help our land managers with the management and protection of the resources on the Olympic National Forest.

Sincerely,

R. ROBERT BURNS
Recreation Staff

EXHIBIT 3a

OLYMPIC NATIONAL FOREST

P.O. BOX 2288
OLYMPIA, WA 98507

1830

e

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Dear e:

I would like to take this opportunity to personally thank you for the volunteer work you performed on the Olympic National Forest this past year. I appreciate the skills, time, and personal expenses you donated and I sincerely hope it was a meaningful experience for you. Volunteers, such as yourself, helped the Olympic accomplish many management targets and goals.

Volunteers play an important role in assisting with the management of the national forests and therefore, I am interested in ways and ideas on how our volunteer program can be improved. Your comments, based on your personal experiences, would be extremely helpful and I would appreciate it very much if you would provide me with a critique of your involvement with our volunteer program. Please complete the enclosed information and return to me.

Thanks again for your volunteer work.

Sincerely,

RICHARD D. BEAUBIEN
Forest Supervisor

Enclosure

EXHIBIT 3b

VOLUNTEER FOLLOWUP INFORMATION
OLYMPIC NATIONAL FOREST

Name: _____ Date: _____

1. Were you satisfied with the volunteer work/project you accomplished?
_____ yes, _____ no, _____most of it.

2. Please identify the ways you benefited the most from your volunteer work:

_____ By gaining actual work experience.
_____ By meeting and working with new people.
_____ Constructive way to utilize free time.
_____ Enjoyed helping Forest Service manage the Forest.
_____ By gaining a better understanding of resource management.
_____ By being able to work out doors.
_____ Career development.
_____ Other: _____
_____

3. Please check the categories that you feel the Forest Service could improve upon:

_____ Recruiting
_____ Pre-project information
_____ Interviewing
_____ Training
_____ Supervision
_____ Project inspection
_____ Volunteer recognition
_____ Volunteer identity (uniform name tag, jacket, etc.)
_____ Other: _____

4. Please give your ideas on how we could improve on any item you checked.

5. a. Are you interested in being a volunteer with our Forest next year.
_____ yes, _____ no, _____ may be.

b. Area of interest: _____

6. Other comments:

Please return to:
Ken Eldredge
Olympic National Forest
P. O. Box 2288
Olympia, WA 98507

EXHIBIT 4

OLYMPIC NATIONAL FOREST

P.O. BOX 2288
OLYMPIA, WA 98507

e

e

Dear e:

On behalf of the e Ranger District, I would like to thank you for the volunteer work you performed this year. I sincerely appreciate your volunteer spirit and commitment in completing the project and meeting work standards. Your attitude and keen interest was an inspiration to all of us.

I hope the experience you gained was educational and beneficial to your studies and future goals. I wish you the best and hope you will choose to return again next year.

Sincerely,

e
District Ranger

EXHIBIT 5

OLYMPIC NATIONAL FOREST

P.O. BOX 2288
OLYMPIA, WA 98507

1830

e

e

Dear e:

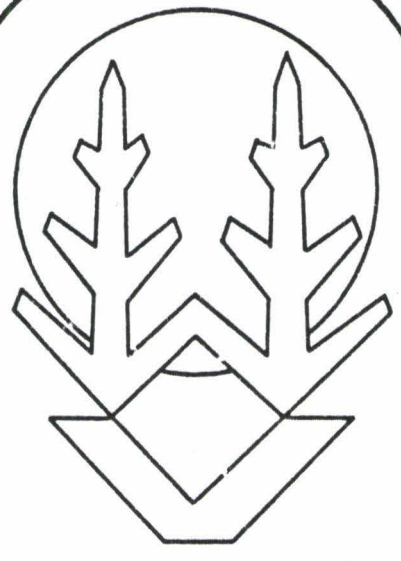
Thank you for your letter inquiring about possible volunteer work on the Olympic National Forest.

At the present time all of our e volunteer positions have been filled. I am placing your volunteer application in our active file and if a position is made available I will contact you immediately. If you would be interested in volunteering next year for a volunteer project please contact me before e.

I appreciate your interest and willingness to donate your time and skills to assist the Forest Service in managing and protecting the resources on the Olympic National Forest.

Sincerely,

R. ROBERT BURNS
Recreation Staff Officer



APPENDIX C
Interviewing

A Step-by-Step Interview Outline:

1. Thank the volunteers for their personal interest in the project/job and for their time to meet and talk with you.

2. Briefly explain the volunteer project/job. As a minimum review the job description with the volunteer.

3. Ask the type of questions listed on The Volunteer Interview form. Remember to look for the following during your interivew:

   a. The volunteers' motivation. Why are they volunteering?

   b. The volunteers' qualifications. Do they have the right skills, knowledge to do the work?

   c. The volunteers' commitment. Are they willing to take the time and energy to meet standards and complete the project?

   d. The volunteers' satisfaction. Are they in agreement with all aspects of the project?

4. Inform the volunteer of any agency limitations. (Money, transportation, personal equipment, supervision, etc.)

5. Identify what the Forest Service will provide. (Tools, materials, equipment, training, supervision, reimbursement, etc.)

6. Make sure the volunteer is in full agreement with the job description, work to be accomplished, limitations, training needs, and their required code of conduct.

7. If the job is acceptable to the volunteer and the Forest Service interviewer feels that the volunteer is qualified for the job then a volunteer agreement must be completed and signed by the volunteer and an authorized employee. The Forest Service keeps the original while a copy is given to the volunteer.

EXHIBIT 1b

THE VOLUNTEER INTERVIEW
Olympic National Forest

Name: _____ Date: _____

Address: _____

_____

Phone: _____ Interviewer: _____

1. VOLUNTEERS' MOTIVATION (Needs and Wants):

   a. What would you like to accomplish with or gain from this project?

   _____

   b. Do you have or can you get the necessary clothing, equipment, transportation, etc. to do the job?

   _____

   c. What could prevent you from accepting this job? (money, transportation, health, family, available time, work schedule, etc.)

   _____

   d. What do you think the Forest Service should provide?

   _____

   e. _____

   _____

2. VOLUNTEER QUALIFICATIONS:

   a. What education have you had that would help you qualify for this job?

   _____

   b. What experience have you had or skills do you have pertaining to this type of work?

   _____

   c. How many people will be available to work with you?

   _____

   d. Do you feel you are qualified to perform this job?

   _____

e. _____

_____

3. VOLUNTEERS' COMMITMENT:

a. Do you feel that you can complete the job within the time allowed?

_____

b. Are you willing to be trained in the areas where you lack knowledge or experience?

_____

c. Are you willing to perform the work to a required standard?

_____

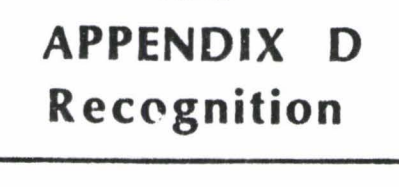
d. What could prevent you from completing this job?

_____

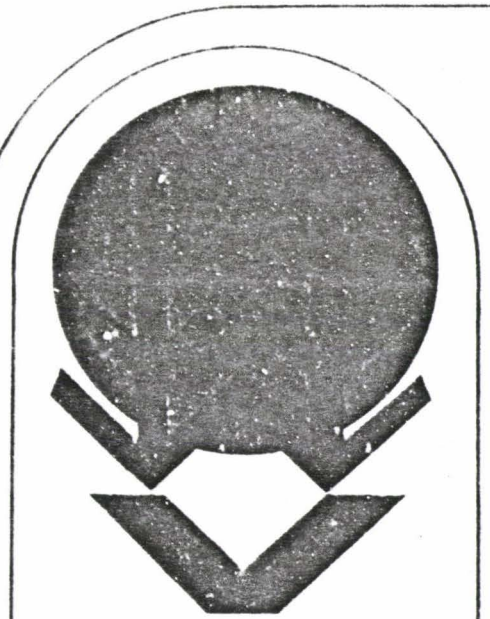
e. _____

_____

NOTE:
The foregoing are suggested questions that may prove helpful in determining a volunteers' needs, motivation, qualifications, attitudes, stability and commitment. These questions should be changed or adapted to your own style and needs, and the particular interview situation.



APPENDIX D
Recognition



FOREST SERVICE
VOLUNTEER

_____

is presented this certificate of appreciation for significant contribution of services as a volunteer in the national forests

_____
Forest Service Official

_____
Date

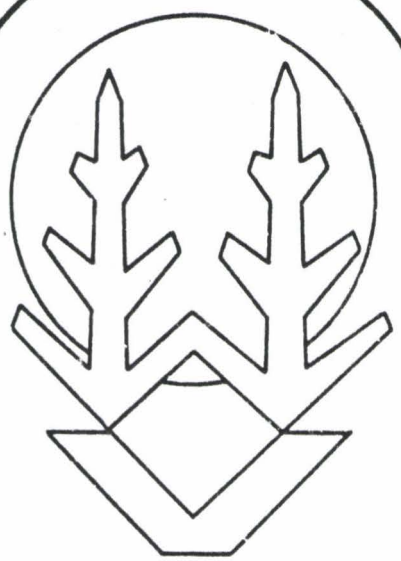
EXHIBIT 1

This Trail Adopted by

THE MOUNTAINEERS

OLYMPIA BRANCH

Adopt a Trail Program
USDA Forest Service



APPENDIX E
Volunteer Groups

American Alpine Club
2310 1/2 Minor EA
Seattle, WA 98102
c/o Don Goodman

Audubon Society:

Black Hills Audubon Society
2434 So. Columbus
Olympia, WA 98501

Olympic Peninsula Aububon Society
Route 3, Box 138
Port Townsend, WA 98368
c/o Robert P. Haugland
H 385-0109

Tacoma Audubon Society
217 So. 80 St.
Tacoma, WA 98408
c/o John Edie

Tahoma Audubon Society
25703 16th Ave St.
Kent, WA 98031
c/o Ruth Carson

Backcountry Horsemen of Washington
20617 Polar Way
Alderwood Manor, WA 98036
c/o Ken Wilcox

Bremerton Cruisers
2113 E. 11th
Bremerton, WA 98310

Boy Scouts of America
Tumwater Area Council
5737 Linderson Way
Tumwater, WA 98502

Boy Scouts of America
Twin Harbors Area Council
Sumner & Myrtle
Hoquiam, WA 98550

Good Sam Club
Washington State Director
1106 South 31st Ave.
Yakima, WA 98902
c/o Jan Woolen
(509) 248-2962

Good Sam Club
2500 Green Ct. SW
Olympia, WA 98502
c/o R.E. Peterson

Good Sam Club
P.O. Box 283
Brinnon, WA 98320
c/o Les Bumgarner

Friends of the Earth
4512 University Way NE
Seattle, WA 98105
c/o Dale Jones

Friends of Olympic Trail Shelters
27241 - 122 Ave. SE
Kent, WA 98031
c/o Richard Pargeter

High Country Horsemen
Rt 2, Box 533
Port Townsend, WA 98368
c/o Eva Taylor

International Backpackers Assoc.
P.O. Box 85
Lincoln Center, Maine 04458

Jeeping Nomads, Inc.
P.O. Box 2203
Yakima, WA 98908

The Mountaineers
Trail Maintenance
719 Pike Street
Seattle, WA 98101
c/o Dwight Riggs

The Mountaineers
Olympia Branch
532 E. 12th
Olympia, WA 98501
c/o Tom Whitney

The Mountaineers
Tacoma Branch
19422 Normandy Pk. Dr. SW
Seattle, WA 98166
c/o Bruce Becker

NW Steelhead & Salmon Council
Grays Harbor Chapter
P.O. Box 1050
Aberdeen, WA 98520

Northwest Motorcycle Assoc.
Trail Division
351 Crystal Creek Circle
Issaquah, WA 98027
c/o Ron Morgenthaler

Olympic Park Assoc.
3024 N. 25th
Tacoma, WA 98406
c/o Nancy Thomas

Pacific NW Four Wheel Drive Assoc.
23102 SE 53rd St.
Issaquah, WA 98027
c/o Stanley D. Humann

Pacific Northwest Trail Assoc.
P.O. Box 1048
Seattle, WA 98111

Peninsula Wilderness Club
511 Austin Ave.
Port Orchard, WA 98366
c/o Anne M. Sanborn

SCHOOLS:

High Schools

Forks High School
Forks, WA 98331
374-6116

Quilcene High School
Quilcene, WA 98376
765-3363

Quinault High School
Quinault, WA 98575

Shelton High School
Spring Road
Shelton, WA 98584
426-4471

Colleges

Centralia College
P.O. Box 639
Centralia, WA 98531
c/o Bill Bean, Forestry Instructor

Evergreen State College
Environmental Resource Center
Cab 103
Olympia, WA 98505

Colleges Continued

Grays Harbor College
College Heights
Aberdeen, WA 98520
352-9020

Olympic Community College
16th and Chester
Bremerton, WA 98310

Peninsula College
1502 E. Lauridsen Bv.
Port Angeles, WA 98362
452-9277

St. Martins College
Lacey, WA 98503
491-4700

University of Idaho
Wildland Recreation Management Program
College of Forestry
Moscow, Idaho 83843

University of Washington
College of Fisheries
Seattle, WA 98195

University of Washington
College of Forest Resources, AR-10
Seattle, WA 98195
c/o Gordon Bradley, Assoc. Prof.

Washington State University
Wildland Recreation Management
Forestry Department
Pullman, WA 99163

Senior Center of Thurston County
116 N Columbia
Olympia, WA 98501
943-6181

Sierra Club
3028 Westwood St. SW
Olympia, WA 98502
c/o John Perkins

Sierra Club
2439 Crestline Dr. NW
Olympia, WA 98502
c/o Richard A. Cellarius

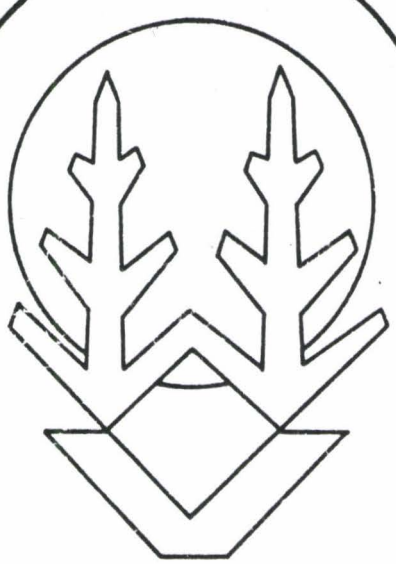
Sierra Club
Rt 1, Box 32
Quinault, WA 98575
c/o M.D. Osborn

Washington State Horsemen, Inc.
P.O. Box X
Kirkland, WA 98033

Washington State Sportsmen's Council
8164 NE 155th St
Bothell, WA 98011
c/o Ray Hunter

Washington Chapter of Independent Sportsmen
11946 Case Road SW
Olympia, WA 98502
c/o Dave Littlejohn

Washington Trail and Pleasure
Director
4148 Oyster Bay Road NW
Olympia, WA 98501
c/o Fritz Lorenzen



APPENDIX F
Miscellaneous

Volunteers in the National Forests Act

- **Act of May 18, 1972 (86 Stat. 147; 16 U.S.C. 558a–558d)**

Sec. 1. The Secretary of Agriculture (hereinafter referred to as the "Secretary") is authorized to recruit, train, and accept without regard to the civil service classification laws, rules, or regulations the services of individuals without compensation as volunteers for or in aid of interpretive functions, visitor services, conservation measures and development, or other activities in and related to areas administered by the Secretary through the Forest Service. In carrying out this section, the Secretary shall consider referrals of prospective volunteers made by ACTION. (16 U.S.C. 558a)

Sec. 2. The Secretary is authorized to provide for incidental expenses, such as transportation, uniforms, lodging, and subsistence. (16 U.S.C. 558b)

Sec. 3. (a) Except as otherwise provided in this section, a volunteer shall not be deemed a Federal employee and shall not be subject to the provisions of law relating to Federal employment, including those relating to hours of work, rates of compensation, leave, unemployment compensation, and Federal employee benefits.

(b) For the purpose of the tort claim provisions of title 28 of the United States Code, a volunteer under this Act shall be considered a Federal employee.

(c) For the purposes of subchapter I of chapter 81 of title 5 of the United States Code, relating to compensation to Federal employees for work injuries, volunteers under this Act shall be deemed civil employees of the United States within the meaning of the term "employee" as defined in section 8101 of title 5, United States Code, and the provisions of that subchapter shall apply. (16 U.S.C. 558c)

Sec. 4. There are authorized to be appropriated such sums as may be necessary to carry out the provisions of this Act, but not more than $100,000 shall be appropriated in any one year. (16 U.S.C. 558d)

Sec. 5. This Act may be cited as the "Volunteers in the National Forests Act of 1972". (16 U.S.C. 558a (note))

THINGS EACH VOLUNTEER SHOULD KNOW

Purpose	Why do we (the organization, the department) exist?
Objectives	Where are we heading? What are the long-range and short-term objectives? How were they established?
Staff	Who is working toward these objectives?
Job Analysis	What will I be doing? What's expected of me?
Priorities	What are the organization's/department's priorities? What are my job priorities?
Value	What good is what I accomplish? How does it fit in with the organization's purpose?
Standards	How will I know when I've done well? What are the standards of performance?
Freedom	What methods or procedures exist? Which must I follow? Where am I on my own? Where do I have freedom to use my own ideas?
Authority	Am I fully responsible? If not, under what circumstances must I seek guidance or approval?
Relationships	How is my work related to others? With whose work does it overlap or conflict?
Community	What is expected of my relationships to others in the organization and/or department -- my fellow volunteers, other staff, supervisor, clients, etc.?
Resources	What resources are available to me? (People, money, facilities, etc.) Which am I expected to develop?
Appraisal	How is my work to be evaluated? Recognized? Rewarded? How often?
Growth	How far can I progress? How do I compete and with whom? What are the opportunities for training and development?

(Trost, April, 1978)

EFFECTIVE VOLUNTEER PROGRAM MANAGEMENT
WORKSHOP NOTES

I. WHY VOLUNTEER?

Desire to use skills.
To be part of activities with local, regional, national significance.
To help others.
To feel useful.
To learn new skills.
To meet others.
Concern about consequences of not participating.
To repay help previously received, or for direct personal benefits.
To test out possible career.
Actively use free time.
Be part of a group.

II. VOLUNTEER CHARACTERISTICS

1. They work without pay.
2. Work on part-time basis.
3. Have other priorities.
4. May require changes in work practices.
5. Diversity: Skill, interest.
6. Have decided to volunteer.

III. VOLUNTEER OPPORTUNITIES

1. What do you do now that you wish you had more time for?
2. What would you like to do - if you had time?
3. What do you do now that you wish someone else would do?

IV. WHY PAID STAFF RESIST VOLUNTEERS

1. Rearranges formal and informal work relationships.
2. Threat of decrease in pay/job security.
3. Change in the work content.
4. Lethargy
5. Lack of confidence in own skills.

-- trust level
-- not enough time
-- difference in values

(Trost, April, 1982)

EXHIBIT 4

"VOLUNTEER VIEWPOINT"

If you want my loyalty, interests and best efforts, remember that ....

1. I need a SENSE OF BELONGING, a feeling that I am honestly needed for my total self, not just for my hands, nor because I take orders well.

2. I need to have a sense of sharing in planning our objectives. My need will be satisfied only when I feel that my ideas have had a fair hearing.

3. I need to feel that the goals and objectives arrived at are within reach and that they make sense to me.

4. I need to feel that what I'm doing has real purpose or contributes to human welfare - that its value extends even beyond my personal gain, or hours.

5. I need to share in making the rules by which, together, we shall live and work toward our goals.

6. I need to know in some clear detail just what is expected of me - not only my detailed task but where I have opportunity to make personal and final decisions.

7. I need to have some responsibilities that challenge, that are within range of my abilities and interest, and that contribute toward reaching my assigned goal, and that cover all goals.

8. I need to see that progress is being made toward the goals we have set.

9. I need to be kept informed. What I'm not up on, I may be down on. (Keeping me informed is one way to give me status as an individual.)

10. I need to have confidence in my superiors - confidence based upon assurance of consistent fair treatment, or recognition when it is due, and trust that loyalty will bring increased security.

In brief, it really doesn't matter how much sense my part in this organization makes to you - I must feel that the whole deal makes sense to me. (Naylor, 1973)

Literature Cited

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Trost, Arty. Training Consultant with Organizational Dynamics. Notes from Forest Service Volunteer Workshop, April 21-22, 1982.

USDA, Forest Service. The Principal Laws Relating to Forest Service Activities, Agriculture Handbook Number 453, Volunteers in the National Forest Act, page 263, September, 1978.

USDA, Forest Service. Working with Forest Service Volunteers, Forest Service Volunteer Program, Washington, D.C., Summer, 1982.

USDA, Forest Service. 1800 Forest Service Manual, 1830, Volunteers in National Forests, Interim Directive Number 6, November 1, 1982.

Wilson, Marlene. The Effective Management of Volunteer Programs, Volunteer Management Associates, Boulder, Colorado 80302, 1976.